

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

THE INSPECTOR GENERAL

April 11, 2018

<u>MEMORANDUM</u>

SUBJECT: Draft Report:

Management Alert: Salary Increases for Certain Administratively Determined Positions

Project No. OA&E-FY18-0085

FROM: Arthur A. Elkins Jr. Allus J. Flex

TO: E. Scott Pruitt, Administrator

As you know, the Office of Inspector General is conducting an audit of the Office of the Administrator's (present and prior administrations) use of administratively determined (AD) positions. Our objective is to determine how the agency has used its authority under the Safe Drinking Water Act to fill up to 30 AD positions. The purpose of this management alert is to notify you of certain factual information while our audit continues.

This management alert was not performed in accordance with generally accepted government auditing standards and does not present any conclusions or recommendations.

A Request for Personnel Action, Standard Form 52 (SF-52), is used to request some types of personnel activity. Supervisors and managers use the SF-52 to request position actions, such as the establishment of a new position or the reclassification of an existing position and reassignment of an employee to the reclassified position. The manager who requested the action is identified by signature in Box 5, and the supervisor authorizing the action is identified by signature in Box 6. For actions requiring a position change, the details of the requested changes (such as salary) are noted in Boxes 7-14 and 15-22.

A *Notification of Personnel Action*, Standard Form 50 (SF-50), is written documentation of a personnel action taken affecting position or pay. All SF-50s must be supported by an accompanying SF-52. The Nature of Action, Block 5-B, indicates the action being taken. The details of any change in position title, pay plan, pay grade or total salary are identified in Blocks 7-14 and 15-22.

We examined the personnel files for certain employees who occupied AD positions. Of the files examined, we identified six employees whose files contained at least three SF-52s and the corresponding SF-50s. The attached documents (Appendices A through F) identify that for these six employees, three of the original SF-52s were signed and requested (Box 5) by the Chief of Staff (Appendices A through C) and three of the original SF-52s were signed and requested by the acting Deputy Administrator (Appendices D through F). The authorizations for three of these original actions were personally signed (Box 6) by the Administrator (Appendices A, B and F); the other three authorizations were signed by the Chief of Staff "for Scott Pruitt" (Appendices C through E). The

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remaining 12 SF-52s for these employees were signed and requested by the Chief of Staff and authorized by the Chief of Staff "for Scott Pruitt" (Appendices A through F).

Three employees who were originally hired under Safe Drinking Water Act authority (AD positions) were converted to Schedule C positions and then later converted back to AD positions (Appendices A through C). Five of these six actions were accompanied with salary increases, as shown in Table 1 (Employees A through C). In one case, the total salary increased \$66,244, or 67.6 percent (Employee A). In another case, the total salary increased \$48,080, or 72.3 percent (Employee B).

Table 1: Employees converted back to AD positions

		Original AD appointment	Schedule C appointment	Final AD appointment	Total increase
	Date	3/8/2017	7/9/2017	4/1/2018	
Employee A	Salary	\$97,956	\$107,435	\$164,200	67.6%
	Increase		9.7%	52.8%	
	Date	3/13/2017	7/9/2017	4/1/2018	
Employee B	Salary	\$66,510	\$86,460	\$114,590	72.3%
	Increase		30.0%	32.5%	
	Date	5/7/2017	7/16/2017	2/18/2018	
Employee C	Salary	\$44,941	\$44,941	\$56,233	25.1%
	Increase		0.0%	25.1%	

Source: OIG tabulation of agency SF-50 information.

The other three employees were converted from AD positions to Schedule C and then noncareer Senior Executive Service (SES) positions (Appendices D through F). None of the three included raises when converting from AD positions to Schedule C positions. However, all included raises when converting to noncareer SES positions (Appendices D through F). In one case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$31,208, or 23.9 percent (Employee D). In another case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$24,245, or 20.9 percent (Employee E). The conversion from Schedule C to noncareer SES for the remaining employee included a salary increase of \$2,363, or 1.6 percent (Employee F). Details are in Table 2.

Table 2: Employees converted from AD positions to Schedule C and noncareer SES positions

				Noncomer SES Approximent	Total increase
	Date	3/26/2017	5/14/2017	8/13/2017	
Employee D	Salary	\$130,692	\$130,692	\$161,900	23.9%
	increase		0.0%	23.9%	
	Date	4/23/2017	5/14/2017	7/16/2017	
Employee E	Salary	\$115,755	\$115,755	\$140,000	20.9%
	increase		0.0%	20.9%	
	Date	3/26/2017	5/14/2017	7/16/2017	
Employee F	Salary	\$149,337	\$149,337	\$151,700	1.6%
	Increase		0.0%	1:6%	

Source: OIG tabulation of agency SF-50 information.

We have requested from the agency any documentation indicating modifications to the salary of any of the employees subsequent to the personnel actions noted above. However, as of April 11, 2018, we have only been provided SF-52 information indicating that Employee E resigned, which was provided on April 9, 2018.

In addition to the information above, we have currently identified one other employee with personnel actions documenting direct involvement by the Administrator. Table 3 provides details on an employee who started with the agency in an AD position and 6 months later had his title changed with a 26,7 percent pay increase while staying in an AD position. Both SF-52s were authorized by the personal signature of the Administrator.

Table 3: Employee job title conversion within AD position

	Employee G	
Action	AD Appointment	AD Appointment
Date	3/13/2017	9/03/2017
Salary	\$79,720	\$100,981
Increase		26.7%

Source: OIG tabulation of agency SF-50 information.

Optional Action

You are not required to provide a written response to this management alert. The OIG intends to finalize this report by April 16, 2018, transmitting it to you and making it public. We are providing you the opportunity to respond to this management alert. If you desire to provide comments, please respond by noon, April 13, 2018. We reserve the right to modify our management alert in light of your response. Please email both an Adobe PDF and Microsoft Word version of your response to trefry.john@epa.gov.

If you or your staff have any questions regarding this report, please contact John Trefry, Director, Forensic Audits, at (202) 566-2474 or trefry.john@epa.gov; or Jean Bloom, Project Manager, at (617) 918-1475 or bloom.jean@epa.gov.

Attachments

CC: Donna Vizian, Principal Deputy Assistant Administrator, OARM Ryan Jackson, Chief of Staff
Kevin Minoli, Deputy General Counsel
Matthew Leopold, General Counsel
Troy Lyons, Associate Administrator, OCIR

Appendix A: Employee A

1. Name (Last, First,	. Name (Last, First, Middle)					2. Social Security Number 3. Date of E			4. Effective	Date	
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SF \$2 (ETForms 4.4) Rev. 7/91 U.S. Office of Personnel Management SRO Approval

REQUEST FOR PERSONNEL ACTION

John E Reeder

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SF 52 (E Forms 4.4) SRO Approval Ren. 7/91 U.S. Office of Personnel Management FPM Supp. 295-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested Conversion to Schedule C Appt. 2. Request Number IO-2017-111 3. For Additional Information Call/ ind Telephone Number) Local Tracking No: 4. Proposed Effective Date 5. Action Requested By ///pped Name and Reducet Date 5. Action Authorized By (Typed Na Ryan T. Jackson Chief of Staff E. Scott Pruitt / Administrated 2. Social Security Number 1. Name 3. Sate dicinth 4. Effective Date 6-8. Nature of Action 6-A. Code 6-C. Code 6-D. Legal Authority mau-l 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number k Opc. Code 10. Grade or Level 11. Step or 12. Total Salary 13. Pay Basis 16. Pay Plan H7. Occ. Code 18. Grece or Level 19. Step or 20. Total SalarviAward 21. Pay Basis \$107,435.00 ďA · GS 0301 13 . 05 PA OZWI 00 CO 200. Other Pey 128. Locality Adl. 12C. Adl. Besic Pev 12D. Other Pey XXA. Bask: Per 206. Locetty Adj. 20C. Adj. Besk: Pay 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization AUXXXXXX - USEPA, Office of the Administrator Immediate Office Washington, DC 20460 23. Veternna Preference 24. Tenure 25. Agency Use 26. Veterana Preference 2 - Conditional 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other YES NO RIF 27. FEGLI 28. Annuitant Indicator 29. Pay Rate Determinant 30. Retirement Plan 31. Service Comp. Date 32, Work Schedule 33. Part Time Hours Per (Leave) **Shroo**kly Pay Pariod 34. Position Occupied 35. FLSA Category 36. Appropriation Code 37. Bargeining Unit Status 1 - Competitive Service 3 - SES General 17/18 B 11A ZZZME8 38. Duty Station Code 39. Duty Station 11.0010-001 Washington, DC 20460 40. Agency Date 41. 47 43. 45. Educational Level 46. Year Degree Attained | 47. Academic Discipline 48. Functional Class 49. Citizenship 50. Veterans Status 51. Supervisory Status 1-USA 6-00k 1. Office/Function Initiale/Signature Date Office/Function Inhlele/Skineture Date 07-11-1 8. **≅**. C. F. 2. Approval: I certify that the information entered on this form is accurate and that the Signature Approval Date proposed action is in compliance with statutory and requisitory requirements. 07-11-1 sons Prior to 7/91. Are Not Useble After 6/30/93 NSN 7540-01-333-8239 CONTINUED ON NEXT PAGE

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46. Employing Depar	tment or Agency				50 Sim	nature/Authe	ntication	and Title	of Appr	nving Offic	ial		
	tment or Agency IENTAL PROTECT	ПО			_	nature/Authe 123 / ELEC				-	1d1		
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Copyright Standard Form ST U.S. Office of Personnel National Intelligence (PN Starp 1961), Substitute

52-118

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 1, Action Requested AD Appointment 3. For Additional Information Call (Name and Telephone Number)	7-22, 32, 33, 36 and 39.)	2. Request Number AO-2018-015 4. Proposed Effective Date ASAP						
5. Action Requested by (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Slav PART B - For Preparation of SF 50 (Use only codes in FPN 1. Name (Last, First Klighter)	6 Metion Authors well By Typed Name, little of E Scott Pruits, Administrates Supplement 292-1, Show all dates in month 2 Soylid Security Number 3 Date of Birth	if 3/9/18 s-day-year order.						
FIRST ACTION 5-A, Code 5-B. Nature of Action 5-C. Code 5-D. Legal Authority 8-E. Code 5-F. Legal Authority	SECOND ACTION 6-A. Code 6-B. Nature of Action 6-C. Code 6-D. Legal Authority 6-E. Code 6F. Legal Authority							
7. FROM: Position Title and Number	15. TO: Position Title and Number							
GS 301 13 05 \$109,900.00 GS 301 13 05 \$109,900.00 GA Shaic Pay 138 Location Adj 13C. Adj. Basic Pay 13D. Other Pay 14. Niamic and Location of Position's Organization A0000000 - Environmental Protection Agency Office of the Administrator, Immediate Office	22. Name and Location of Position's Organia A0000000 - Environmental Protectio	AD 301 00 \$16,420,00 PA						
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POSITION DATA 34 Position Occupied 35. FLSA Category 1 - Competitive Service 2 - Excepted Service 4 - SES Career Received N - Nonexcentp. 38 Duty Station Code 39 Duty Station (City - Washington, DC 40 AGENCY DATA 41 42	36. Appropriation Code 18/19 B 11A 000ME8 County - State or Overseas Location) 43. 44.	Bisweekly Pay Period 37. Bargaining Unit Status						
45 EDUCATIONAL LEVEL SETTEMBER ATTAINED 47 Academic Disciplin PART C - Reviews and Approvals (Not to be used by reque 1. Office/Function Initials/Signature I A.	I-USA 8-OTHER Sting office.) Date Office/Function ini D.	SC Viction Eig Vot \$1 SC/PERVISORY STATUS tials/Signature Date						
C. 2. Approval: I certify that the information entered on this form is accurate an the proposed action is in compliance with statutory and regulatory requiren CONTINUED ON REVERSE.	d that Signature	Approval Date						

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

- NAME:
- WORK PHONE:
- WORK EMAIL:
 @epa.gov
- PLACE OF BIRTH:

Resume Attached

CURRENT POSITION

- * APPT TYPE (Schedule C, NC-SES, XS, AD): Schedule C 13/5
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE:
- Is position being backfilled (Y/N/TBD): N

PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD 15/10
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE:
- JOB DESCRIPTION: PDF attached

80-3013-015



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

CFFICE OF THE ADMINISTRATOR

MEMOR	Access a value
	CB 2 B B B B A A 3 B B

TO:

SUBJECT:	Salary Justification for
FROM:	Ryan Jackson, Chief of Staff

Office of Administration and Resources Management

Donna Vizian, Acting Assistant Administrator

	This memo will serve as a salary justification for the serve at a salary equivalent to a Grade 15. Step 10 in the D.C., region.
	She has shown to have knowledge of broad-ranging policies and leaderships skills since she began. Based on the reason's fisted above, I believe that will have an immediate, positive impact on one of the agency's most important office's and that her compensation
A STATE OF THE STA	should reflect her value to the agency.
4	(h)h

Pya**)** Jackson Chi*j* Jackson 3/09/2018



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority	vested in me und	ier M.L. 95-19	U, I nereby	authorize the
appointment of	to serve as			
will be compensated	at the rate of \$16	4, 200 per an	num.	
	E. Scott	Pruitt Present	5.0-	1.ts

Appendix B: Employee B

Seasdard Form S8 Rev. 798 U.S. Office of Personnel Management FPM Supp. 286–33, Sobelt. 4

1. Name (Last, First,	Middie)	2. Social Security Number 3. Date of Birth 4. Effective Date						Date						
										03/13/2017				
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5-E. Code	5-F. Legal Authority				tr-E. Cod	8	6~F. I	.egal Authority						
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SF 52 (E*Form# 4.4) SRO Approval Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 205-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested Administratively Determined Appointment 2. Request Number 10-2017-056 3. For Additional Information Call (Name and Telephong Number) Local Tracking No: 4. Proposed Effective Date 03/05/2017 5. Action Requested By (7)pa 6. Action Authorized By ///pad igani karangan dan k E. Scott Pruitt / Administrator Michael Flyan Acting Deputy 1. Name 2. Social Security Number 3. Date of Birth 4. Effective Date 03-13-19 5-A. Code 6-A. Code | 6-B. Nature of Action 6-C. Code | 6-D. Legal Authority 5-F. Legal Authority 6-E. Code 6-F. Legal Authority 7. FROM: Poeltion Title and Number 15. TO: Poellion Title and Number S. Occ. Code 10. Grade or Level 11. Step or 2 Total Selary 13. Pev Back 16. Pay Plan 17. Occ. Code H& Crecis or Leve 21. Per Book 18 W/V AD 0301 00 00 SID PA 12A. Basic Pay 20A. Beek: Per 12B. Locelity Adj. 120. Other Pay 20C Adj Rasic Pay 12C. Adi. Besic Pev 208. Locality Adj. 22. Name and Location of Position's Organization
A0000000 - USEPA, Office of the Administrator 14. Name and Location of Position's Organization Immediate Office Washington, DC 20460 23. Veterara Preference 25. Agency Use - None 3 - 10-Print/Disputity O - Mone 2 - Conditional YES X NO RIF 27. FEGU 28. Annuitaint Indicator 29. Pay Rate Determinant A 32. Week Schedule 33. Parl Time Hours Per 31. Service Comp. Dete 35. FISA Cetegory 36. Appropriation Code 17/18 B-11A ZZZME8 1-0010-001 39. Duty Station Washington, DC 20460 40. Agency Date 42 43. 45. Educational Level 46 Year Decree Attenver 47. Acedemic Discipline 49. Citizenship 48, Functional Class 50. Veterana Status 51. Supervisory Status 45100 1 - USA 8 - Other 1. Office/Function Initials/Signature Date Office/Function Initials/Signature Date 08.06.1 E. 2. Approval: | certify that the information entered on this form is accurate and that the Approval Date 23-86-17 Signature proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE

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(Note to Supervis	ors: Do you know of additional o	or conflicting reasons for the em	ployee's resignation/retirement?		1
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QCIE 48	50 Required _e				
Signed:		. DEO			
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* ***					
You are requested to	furnish a specific reason for your res	Privecy Act ignation or retirement and a	with regard to employment of individuals	in the Federal service and their	records, while
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you copies of any do	ensation benefits. Your forwarding ac cuments you should have or any pay :		unemployment compensation programs.	•	*
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generalizations	. Your resignation/retirement is	effective at the end of the day -	midnight - unless you specify otherw	ise.)	
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z. cijediya Dale	3. Your Signature	4. Date Signed	5. Forwarding Address (Number	ır, Street, City, State, ZIP G	ode)
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Standard Form St Str., 794 U.S. Office of Personnel Management FPM Supp. 286–33, Sobelt. 4

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	i. Employing Department or Agency					36. Signature/Anthentication and Title of Approving Official								
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SF 52 (E*Forms 4.4) SRO Approval Rev. 7/91 U.S. Office of Personnel Management John E Reeder REQUEST FOR PERSONNEL ACTION FPM Supp. 296-33, Subch. 3 (Also complete Part B. Rems 1, 7-22, 32, 33, 36 and 39.) 2. Request Number 1. Actions Requested Conversion to Schedule C. Appt. 10-2017-109 4. Proposed Effective Date 3. For Additional Information Call Alemp and Telephone Number) Local Tracking Xo: 5. Action Requested By (1)ped Name, 6. Action Authorized By E. Scott Pruitt / Administrato Ryan T. Jackson Chief of Staff only codes in FPM Supplement 292-1. Show all dates in modifi ective Date 1. Name 2. Social Security Number SECOND ACTION 5B. Nature of Action
ON To Ex 6-A. Code | 6-B. Nature of Action 70 6-C. Code | 6-D. Legal Authority 6-E. Code 6-F, Legal Authority E. Code 0110511 15. TO: Position Title and Number 7. FROM: Position Title and Number 20 Total Salary/Aword 21 Pay Basis 13. Pay Basis 16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or 8. Pay Plan Occ. Code 2. Total Salsn \$66,510.00 GS 0301 11 10 \$86,460.00 PA 0301 00 00 AD 20C. Adj. Basic Pay 200 Other Pay 12A. Basic Pay 128. Locality Adj. 12C. Adj. Basic Pay 12D. Other Pay 20A, Basic Pay 208. Locality Adj. Name and Location of Position's Organization 14. Name and Location of Position's Organization A0000000 - USEPA, Office of the Administrator A0000000 - USEPA, Office of the Administrator Immediate Office Immediate Office Washington, DC 20460 Washington, DC 20460 26. Veterans Preference 24. Tenure 25. Agency Use 2 - Conditional YES MAR FIF 3 - 10-Point/Disability 0 - None 5 - 10-Point/Other 6 - 10-Point/Other 28. Annuitant Indicator 29. Pay Rate 27. FEGU Determinant 33. Part Time Hours Per 32. Work Schedule 30. Retirement Plan 31. Service Comp. Date Siweekly (mayes) Pay Period 87. Bargaining Unit Status 34. Position Occupied
1 - Competitive Service 35. FLSA Category 36. Appropriation Code 3 - SES General 8५% 17/18 B 11A ZZZME8 38. Duty Station Code 39. Duty Station 11-0010-001 Washington, DC 20460 41 42. 40. Agency Data 43. 50. Veterans Status 51. Supervisory Status 49. Citizenship 45. Educational Level 46. Year Degree Attained 47. Academic Discipline 48. Functional Class t - USA 8 - Othe (Not to be used by requesting office.) Initials/Signature Office/Function Date 1. Office/Function Initials/Signature Date 07-13-A. €. 8. ¢ C. Approval Date 2. Approval: I certify that the information entered on this form is accurate and that the Signature proposed action is in compliance with statutory and regulatory requirements. 07-13 CONTINUED ON NEXT PAGE NSN 7540-01-333-6239

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(Note to Supervisors: Do you know of additional or conflicting reasons for the emp	Acyae's resignation/retirement?
If "YES", please state these facts on a separate sheet and atta	
OGE 450 Not Required	
OGE 450 Not Required	
OGE 450 Required	
Signed:DEO	
Privacy Act You are requested to furnish a specific reason for your resignation or retirement and a	Statement with regard to employment of individuals in the Federal service and their records, while
towarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail	section 8506 requires agencies to furnish the specific baseon for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.
you copies of any documents you should have or any pay or compensation to which you are entitled.	The furnishing of this information is voluntary; however, failure to provide it may result in
This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S.	your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you
Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations	may be entitled.
1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determin	ing possible unemployment benefits. Please be specific and avoid
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2. Effective Date 3. Your Signature 4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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	6. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					36. Signature/Authentication and Title of Approving Official 180869043 / ELECTRONICALLY SIGNED BY:								
47. Agency Code	48. Personnel Office		436 byganing #1			WAS / ELEA VIÝ A. TAÝ:		ongendary X	#Fikeran					
EP00	3216	car.	49, Approval I 04/01/2018			N RESOUI		FFICER						

Automore Standard Fore 52 U.S. Office of Personnel Management PERSONNEL STANDARD

52-118

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also comp. 1. Action Requested	olete Part B. Items 1, 7-22,	32, 33, 36 and 39.)	2. Request Number
AD Appointment 3. For Additional Information Call (Name and Telep.	None Visualisad		AO-2018-014 4 Proposed Effective Date
)	ASAP
S Action Requested By (Typed Name: Tyle, Streams Ryan T. Jackson, Chief of \$taff\	re matrequentrum	6. Action Authorized By Typed Name, late & E. 9 Kott Praist, Administrator	raine and present the Control of
Lix Min	5/1/		2011A 7710
PART II - For Proparation of SF 50 (Us	e only coues in a rail Suppl	1. Sept. 1. Sept. 1. 1. Sept.	4 Effective Date
FIRST ACTION		SECOND ACTION	
5-A. Code 5-B. Nature of Autium		6-A. Code 6-B. Nature of Action	
5-C Code 5-D. Legal Authority		6-C Code 6-D Legal Authority	
5-E. Code S-F. Legal Authority		6-E. Codo 6F. Legal Authority	
7. FROM: Position Title and Number		15. TO: Position Title and Number	
* Pay Pass * Occ 1 (not 11 - Gaude on 1 (not 11 - Support Note 12 - Support Note 13 - Support No	\$88.450.00 PA	16 Pay Plan 1.1 Oct. Code 18 Grade out and 18 Graph of AD 301 00	\$114,590,00 PA
	Date 10	. 	And Book Page 200 Observer
14 Name and Location of Position's Organization A0000000 - Environmental Protection Age	ncy	22 Name and Legation of Position's Organizat A0000000 - Environmental Protection	ion Agency
Office of the Administrator, Immediate Offi		Office of the Administrator, Immediate	
FAMILIAN FOR SAME			
EMPLOYEE DATA 23 Veterins Preference 1 30-From Brokhi		24 Tenure 25 Age	E les 2 les l'alianes de 20
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30. Retirement Plan	31 Service Comp. Date (Leave)	32. Work Schednie	33. Part-Time Hours Per Biscokly Pay Pared
POSITION DATA			
34. Position Occupied 1. Companies Service 3. NES General	35. FLSA Category	36 Appropriation Code 18/19 B 11A 000ME8	17. Bargaining Unit Status
2. Recogned Service 4. SES Career Reserved 38. Duty Station Code 11-0011-001	N. Newsonic 39. Duty Station (City - County - Washington, DC	·	
48 AGENCY DATA 41.	143	P ⁴	
45. EDUCATIONAL LEVEL 46 YE DEGREE ATTAINED	47. Academic Discipline 48.5	SCHOSALCEASS 49 CHIVENSHIP	Neman Environ 10 SUPERVISORY STATES
		1-USA 8-OTHER	
PART C - Reviews and Approvals (No. 1, Office/Function Initials/Sign			ls Signature Date
*		D.	
R.		G.	
		F.	
· ·			
 Approval: I certify that the information entered a the proposed action is in compliance with statuto 		Signature	Approvai Date
CONTINUED ON REVERSE	()VER	

ED_002324A_00006443-00024

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

* NAME:

WORK PHONE:

WORK EMAIL: @epa.gov

PLACE OF BIRTH:

Resume Attached

CURRENT POSITION

* APPT TYPE (Schedule C, NC-SES, XS, AD): SKC

OFFICE: AO

SUBOFFICE:

POSITION TITLE:

Is position being backfilled (Y/N/TBD): TBD

PROPOSED NEW POSITION

* APPT TYPE (Schedule C, NC-SES, XS, AD): AD GS 14-1 (\$114,590)

OFFICE: AO

SUBOFFICE:

POSITION TITLE:

JOB DESCRIPTION: PDF Attached

80-2013-014



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF THE ADMINISTRATOR

<u>MEMORANDUM</u>

SUBJECT: Salary Justification for

FROM: Ryan Jackson, Chief of Staff

TO: Donna Vizian, Acting Assistant Administrator

Office of Administration and Resources Management

This memo will serve as a salary justification for the first approving the appointment of at a salary equivalent to a Grade 14. Step I in the D.C. region

and is well respected throughout the agency. She has shown unparalleled work-ethic and organizational skills since she began. Based on the reason's listed above, I believe that will have an immediate, positive impact on one of the agency's most important of the agency.

Ryan Jagk}on/

Chief of Statt

3/09/2018



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the appointment of to serve as

will be compensated at the rate of \$114,590 per annum.

Administrator

Appendix C: Employee C

1. Name (Last,	Middle)	2. Social Security Number 3. Date of Birth						4. Effective Date						
											05/07/2017			
FIRST AC	CTIO	N				SECOND ACTION								
5-A. Code 170		5-B. Nature of Action EXC APPT				6-A. Coo	de	6-B. Na	ature of Action					
5-C. Code ZLM	:	5-D. Legal Authority P.L. 95-190				6-C. Coc	6-C. Code 6-D. Legal Authority							
5-E. Code	:	5-F. Legal Authority				6-E. Coc	le	6-F. L	egal Authority					
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APPOINT: CREDITA PREVIOU THIS PO EMPLOYE THIS AP CONVERT: APPOINT:	41. 42. 43. 44. POSITION SENSITIVITY MODERATE RISK 45. Remarks Service none Appointment Affidavit executed 05/08/17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT. APPOINTMENT IS INDEFINITE. THIS POSITION IS DESIGNATED FOR DRUG TESTING													
	-	ment or Agency IENTAL PROTECTIO)						and Title of Appr [CALLY SIGN]	-	cial			
47. Agency Co		48. Personnel Office ID	-	49. Approva	I Date		AMIN H. PI			DI.				
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FPPS 5/8/1

Ect:

SRO Approval Raw. 7/61 U.S. Office of Personnel Management FPM Supp. 266-33, Suboh. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 2. Request Number 1. Actions Requested Administratively Determined Appointment IO-2017-088 4. Proposed Effective Cate 3. For Additional Information Call / Name and Telephone Number) Local Tracking No: 05/08/2012 & Concumence h 8. Action Authorized By 5. Action Requested By (7)pled Nem E. Scott Pruitt, Administrator Ryan T. Jackson, Chief of Str 2. Social Security Number 3. Date of Birth. 1. Name 8-A, Code 6-8, Nature of Action 6-C. Code | 6-D. Legal Authority 6-E. Code 6-F. Legal Authority 5-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 13. Pay Basia 16. Pay Plan | 17. Oct. Code | 18. Grade or Level | 19. Shap or 20. Total Salary/Award 21. Pay Ses B. Coc. Code 10. Grade or Level 11. Step or 12. Total Salary \$44,941.00 PA AD 0301 00 20D. Other Per 2C. Adj. Beeic Pay 20C. Adj. Besic Pay 12A Basic Pay 128. Locelly Adj. 120. Other Pay 20A. Basic Pay 208. Locality Adj. 22. Name and Location of Position's Organization
A0000000 - U.S. Environmental Protection Agency, Office of the 14. Name and Location of Position's Organization Administrator, Immediate Office 26. Veterana Preference 25. Agency Use 23. Veterana Preference 0 - None 2 - Conditional AES NW HIL 1 - None 2 - C.D.Jru 3 - 10-PointDisability 5 - 10-Point/Other 28. Annuitant Indicator 29. Pay Rate 27. FEGU **D**Determinent 33, Part Time Hours Per 30. Retirement Plen 31. Service Comp. Date 32. Work Schedule (Leeve) 37. Bergelning Unit Stetus 34. Position Occupied 35. FLSA Cetegory 36. Appropriation Code 8888 1718 B 11A ZZZME8 38. Duty Station Code 39. Duty Station * Washington, DC 11.0010.001 40. Agency Data 44. 42 15. Year Degree Attained 47. Academic Discipline 49. Citizenship 50. Veterans Status 51, Supervisory Status 48, Functional Class 45. Educational Level 520301 1 - USA 8 - Other Office/Function Initiale/Signature Dete 1. Office/Function Initials/Signature 2. Approval: I certify that the information entered on this form is accurate and that the Signature Apploval Date proposed action is in compliance with statutory and requisitory requiremedia. CONTINUED ON NEXT PAGE NSN 7540-01-333-623

Note to Supervision: Do you know of additional or conflicting queeze for the empty. Code 450 Not Required				
				□ YES □NO
Privacy Act Statement	ir "125", piease state triese facts o	n a separate sneet and at	ilbon to Sr 52.)	. — 123 — 110
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Privacy Act Statement To use requested to furnish a apedific reason for your resignation or estimated and a anivertifing doctores. Your resion may be considered in any future decision regarding your employment on the Pederal service and may size to be used of designing for memployment compensation benefits. Your forweiting accrease will be used primarily to make the benefit of the process of			•	
Do do the requested to furnish a specific reason for your resignation or retirement and a coverating address. Your mason may be considered in any future decision regarding your services and their records, while any complete the properties of the second o	-			
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A30: This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment. Effective Date 3. Your Signature 4. Date Signed 5. Forwarding Address (Number, Street, City, State, ZIP Code) A30: This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment. E01: Appointment Indefinite K18: Position at full performance level M01: Appointment affidavit executed on M39: Creditable military service: None M40. Previous Retirement Coverage: None M45: Employee is automatically covered under FERS	forwarding address. Your reason may be considered in any futur re-employment in the Federal service and may also be used to d unemployment compensation benefits. Your forwarding address you copies of any documents you should have or any pay or con	n or retirement and a e decision regarding your etermine your eligibility for will be used primarily to mail	with regard to employment of individuals in section 8506 requires agencies to furnish service to the Secretary of Labor or a Stat unemployment compensation programs.	the specific reason for termination of Federal a agency in connection with administration of
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Zoo: This position is designated for Drug Testing.	M45: Employee is automatical	ully covered under	FERS.	
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FPPS 1/20/16

SF 52 (E Forms 4.4) SP bz (n. 7-24) Rev. 7/91 U.S. Office of Personnel Menagement FPM Supp. 296-33, Subds. 3 SRO Approval John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested Conversion to Schedule C Appt. 2. Request Number 10-2017-113 3. For Additional information Call. (Name and Telephone Number) Local Tracking No: 4. Proposed Effective Date 5. Action Requested By //Juhad Navia, Tide, Synthities 6. Action Authorized By Ryan T. Jackson, Chief of Staff E. Scott Pruitt, Administrator 1. Name 3. Date of 2. Social Security Number 4. Effective Date 07-16-17 Neture of Action 6-A. Code 6-B. Nature of Action 6-C. Code 6-D. Legal Authority M E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 8. Pay Plan 9. Occ. Code 10. Grade or Level 11, Step or 12. Total Salen 13. Pay Basis 16. Pay Plen 117, Occ. Code 118. Grede or Level 119, Step or 20. Total Selecy/Award 21. Pay Basis *44 941 · 0301 DO OV GS .07 .01 \$44,941.00 PA 28. Locality Adj. 12C. Auf. Basic Pay 12D. Other Pay 20A. Basic Pay 208. Locality Adj. 20C. Adj. Basic Pay 200. Other Pay 14. Name and Location of Position's Organization 2. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office 23. Veterana Preference 24. Tenure 25. Agency Use 26. Veterans Preference 3 - 10-Point/Disability 2 - Conditional 5 - 10-Point/Other 0 - None 1 - None YES MORIF 28. Annuitent Indicator 29. Pay Rate Determinent 30. Retirement Plan 31. Service Comp. Dete 32. Work Schedule 33. Part Time Hours Per (Leave) Blweekly Pay Paylor 34. Position Occupied
2 : Competitive Service 35. FLSA Category 36. Appropriation Code 37. Bargaining Unit Status 3 - SES General 1718 B 11A ZZZME8 8449 38. Duty Station Code 39. Duty Station Washington, DC 40. Agency Deta 41. 42. 43. 44 45. Educational Level 46. Year Degree Attained 47. Academic Discipline **48. Functional Class** 49. Chizenship 50. Veterens Status 51. Supervisory Status 1-USA 8-Other 1. Office/Function Initials/Signature Date Office/Function Initiale/Signature Oate A. 07-19-1 8. E. C. 2. Approval: I certify that the information entered on this form is accurate and that the Signature Approval Date proposed action is in compilance with statutory and regulatory requirements. 07-19-1 CONTINUED ON NEXT PAGE NSN 7540-01-333-6239

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1. Name (Last, First,	Middle)	2. Social Security Number 3. Date of Birth 4. Effective D					Date						
											02/18/2018			
FIRST	ACTIO	N				SECOND ACTION								
5-A. Co 570	de	5-B. Nature of Action CONV TO EXC A	PPT			6-A. Co	6-A. Code 6-B. Nature of Action							
5-C. Co ZLM		5-D. Legal Authority P.L. 95-190				6-C. Co	de	6-D. L	egal Authority					
5-E. Co		5-F. Legal Authority				6-E. Coo	le	6-F. L	egal Authority					
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REQUEST FOR PERSONNEL ACTION

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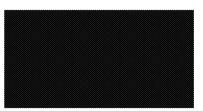
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	K18: Position is at the full performance level
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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, DIG. 20460.

February 6, 2018



Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as Office of the Administrator. This position is in the Immediate Office of the Administrator: Washington, DC,

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$56,233 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service: (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

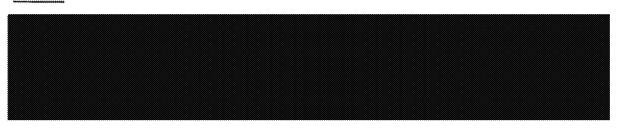
► Your annual salary will increase to the amount of \$56,233:

➤ Your inmediate supervisor will be

Office of the Administrator; your second level supervisor will be Ryan Jackson. Chief of Staff to the Administrator; and

▶ You will continue to work a full-time schedule.

Benefits



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We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on

Sincerely

Executive Resources Staff Office of Human Resources



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the Appointment of the Appointm

will be compensated at the rate of \$61,926.00 per annum. \$56,233.⁵⁰ now

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Appendix D: Employee D

1. Name (L	ast, First,	Middle)				2. Soci	al Security I	Number	3. Date of Bi	rth	4. Effective	Date	
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SF 52 (E*Forms 4.4) Rev. 7/01 SRO Approval John E Reeder U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3 REQUEST FOR PERSONNEL ACTION 2. Request Number 1. Actions Requested Schedule C Appointment OPA-2017-010 Common 10 4. Proposed Effective Date 3. For Additional Information Call. Mame and Telephone Number) Local Tracking No: A\$AP (HR-5. Action Requested By (7)pof Name. 6. Action Authorized By E. Scott Pruitt, Administrator, EPA Ryan T. Jackson Chief of Staff 2. Social Security Number 3. Date of Sin 1. Name. 6-A. Code 6-B. Nature of Action Nature of Action 6-C. Code 6-D. Legal Authority 6-E. Code 6-F. Legal Authority 15. TO: Position Title and Number 7. FROM: Position Title and Number 13. Pay Basis 16. Pay Plan 117. Oct. Code 18, Grade or Level 19, Step or 21. Pay Basis 10. Grede or Level 11. Step or 12. Total Salan 9. Occ. Code P## 00 AD 0 GS 0301 6 COSON 200. Other Pay 12A. Besic Pay 20A. Besic Pey 20C. Adi. Basic Pay 12C. Adj. Basic Pay 120. Other Pay 20B. Locality Adj. 22. Name and Location of Position's Organization 14. Name and Location of Position's Organization A0G00000 - US EPA, Office of the Administrator, Office of Public Affairs 5004 -26. Veterens Preference 24. Térure 25. Agency Use 23. Veterans Preference 5 - 10-Point/Other 2 - Conditional YES THE RIF 29. Pay Rete 27. FEGL Determinant 32. Work Schedule 33. Part Time Hours Per 30. Retirement Plan 31. Service Comp. Date Biweekly (Leave) Pay Paring 36. Appropriation Code 37. Bergeining Unit Status 34. Position Occupied 35. FLSA Category 8୫୫୫ 17/18 B 11H ZZZME8 18. Duty Station Code 39. Outy Station 17.0010-00 Washington, DC 20460 40. Agency Date 41. 42. 43. 44. 51. Supervisory Status 46. Year Degree Attained 47. Academic Discipline 49. Citizenship 50. Veterans Status 45. Educational Level 1 - USA 8 - Other Office/Function Initials/Signature Date Initials/Signature Dete 1. Office/Function 5-15. Approval Date 2. Approval: I certify that the information entered on this form is accurate and that the Signature proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE NSN 7540-01-333-6239

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OGE 450 Required		
Signed: DEO		
Privacy Act	Statement	
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which the service of any pay or compensation to which the service of any pay or compensation to which the service of the service	section 8506 requires agencies to furnish	in the Federal service and their records, while the specific reason for termination of Federal te agency in connection with administration of
entitled. This information is requested under authority of sections 301, 3301, and 8508 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations	your not receiving: (1) your copies of thos	ntary; however, failure to provide it may result in se documents you should have; (2) pay or other apployment compensation benefits to which you
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Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY	Print Date: 07/26/2017
POC: Phone:	Fax: (202) 564-9612
Request No: Request Type: APPOINTMEN	
Appointment Authority: NONCAREER	
Extension: No Duration: ES Pay Leve	el:\$161,900 Temporary Allocation: No
Candidate:	
Position No: Title:	
Organization Name: OFFICE OF PUBLIC AFFAIRS	
Recruited From: SAME BUREAU, SAME AGENCY G	EO Location: WASHINGTON
Current Title:	
Proposed Title:	
SES Endorsem	ent Statement
I endorse the above request made to the Office of Pe General position and certify that the candidate meet managerial qualifications for the position.	rsonnel Management. I certify that the position is a sthe professional/technical, executive and
Agency/Dept. Head of E. Scott Pruitt	, Administrator
Signature:	Date Signed: "7/27//7
	Nava Zalan
· · · · · · · · · · · · · · · · · · ·	House Liaison
Name: Charles Munoz	Phone: <u>202.564.3097</u>
Signature: Harfurth for Cha	Mes Muna Date Signed: 7/27/17
· U V OPM US	E ONLY .
Check the appr	opriate Box(es)
Your request for a new noncareor appointment authority, reassig pay level change is:	nment or Approved Approved with Modification *
Your request for a limited term emergency appointment authority	Disapproved Return without Action
duration ofis:	* Modification
Your request for temporary space allucation	•
Number of non-career allocations:	Percent of SES space allocation:%
OPM Approving Official:	Date Signed: <u>\$/\$//</u> 7
EMAIL: SERS@opm.gov	ATTENTION: Senior Executive Resource Services
Source: Office of Personnel Management	Report 1652, Version November 2008



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT

AUG 10 2017



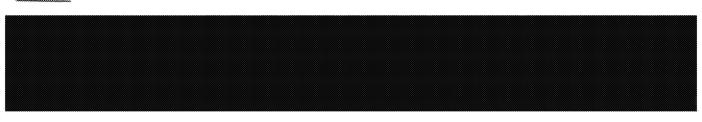
Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as This position is located in the Office of the Administrator, Office of Public Affairs, Immediate Office; Washington, DC. Your appointment to this position will be made effective August 13, 2017.

This position is a Non-Career Senior Executive Service (SES) position. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- Your annual salary will increase to the level of \$161,900;
- ➤ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be E. Scott Pruitt, Administrator
- You will continue to work a full-time schedule:
- ▶ You will earn 8 hours of annual leave per pay period and 4 hours of sick leave per pay period. A maximum of 720 hours of annual leave can be carried forward into next leave year; and there is no cap on accrued sick leave:
- You may be required to update your SF-278 Financial Disclosure form. Please contact to obtain additional information;
- Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

Benefits



We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on

Sincerely yours.

Othice of Human Resources

Appendix E: Employee E

1. Name (Last, First,	Middle)	000000000000000000000000000000000000000	200000000000000000000000000000000000000	2. Social Sec	curity Number	3. Date of Birth	1	4. Effective		000000000000000000000000000000000000000
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5-E. Code	5-F. Legal Authority			6-E. Code	6-F.	Legal Authority				
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				WASHINGT	TON,DC					
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47. Agency Code	48. Personnel Office ID	49. Approval Da	te	SUZANNE	L. ROBERTS	S				
EP00	3216	04/24/2017		ACTG DIR	, EXEC RES	OURCES DIV,	OHR			

ECT:



SF 52 (E"Forms 4.4) SRO Approval Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested 2. Request Number **AD Appointment** 10-2017-083 Local Tracking Jkd 3. For Additional information Call. (Next # 27th Talephone Number) 4. Proposed Effective Date 04.13.17 5. Action Requested By /Typed Name_78 5. Action Authorized By E. Scott Pruitt, Administrafer Ryan T. Jackson, Chief of Staff 1. Name 3. Days of the 4. Effective Date Social Security Number 04-23-17 6-A. Code | 6-B. Nature of Action .Neture of Action 6-C. Code 6-D. Legal Authority 5-C. Code 5-F. Legal Authority 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 12. Total Salary 18. Grade or Level 19. Step or 20. Total Salary/Award B. Cox. Code 10. Grade or Level 11. Step or 17. Occ. Code 21. Pay Besis \$115,755.00 PA PA AD 0301 00 00 12A. Basic Pay 120. Other Pay 2C. Adj. Basic Pay 108. Locality Adj. XXC. Adj. Basic Pay 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office 23. Veteraria Professaria Nore 3 - 10 Point/Dissability S. Solini 4 - 10 Dobrit/Consume 24. Tenure 25. Agency Use 26. Veterona Preferenc 2 - Conditional YES TALK PUF 5 - 10-Point/Other 0 - None 28: Armultant Indicator 29, Pay Rate 1 Determinant 0 33. Parl Time Hours Per 32. Work Schedule 31. Service Comp. Date OO BANGOKIY Paw Parin 34. Position Occupied

1 - Competitive Service 38. Appropriation Code 37. Bergelning Unit Status 3 - SES General 1718 B 11A ZZZME8 38. Duty Station Code 9. Duty Station 11-0010-001 Washington, DC 40. Agency Date 42 43. 41. 45. Educational Javel 46. Year Degree Attained 48. Functional Class 49. Citizenship 50. Veterans Status 51. Supervisory Status 090904 1 - USA 8 - Other 1. Office/Function Initials/Signature Date Office/Function Initials/Signature Dete E. 2. Approvel: I certify that the information entered on this form is accurate and that the Signature

proposed action is in compliance with statutory and regulatory requirements.

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NSN 7540-01-333-8238

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	t Statement	
u are requested to furnish a specific reason for your resignation or retirement and a rearding address. Your reason may be considered in any future decision regarding your employment in the Federal service and may also be used to determine your eligibility for employment compensation benefits. Your forwarding address will be used primarily to mail	section 8506 requires agencies to furnis	s in the Federal service and their records, while sh the specific reason for termination of Federal tate agency in connection with administration of s.
u copies of any documents you should have or any pay or compensation to which you are titled. Is information is requested under authority of sections 301, 3301, and 8508 of title 5, U.S.	your not receiving: (1) your copies of the	untary; however, failure to provide it mey result in use documents you should have; (2) pay or office employment compensation benefits to which you
de. Sections 301 and 3301 authorize OPM and agencies to issue regulations	may be entitled.	an programme of the pro
generalizations. Your resignation/retirement is effective at the end of the day		
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Effective Date 3. Your Signature 4. Date Signed M01: Appointment Affidavit executed M39: Creditable Military Service: M40: Previous Retirement Coverage: New M40: Previous	5. Forwarding Address (Numb	vise.)
Effective Date 3. Your Signature 4. Date Signer M01: Appointment Affidavit executed M39: Creditable Military Service: M40: Previous Retirement Coverage: New M45: Employee is automatically covered under FE K18: Employee position is at the full performance	5. Forwarding Address (Numb	er, Street, City, State, ZIP Code)
Effective Date 3. Your Signature 4. Date Signer M01: Appointment Affidavit executed M39: Creditable Military Service: M40: Previous Retirement Coverage: New M45: Employee is automatically covered under FE K18: Employee position is at the full performance	5. Forwarding Address (Numb	er, Street, City, State, ZIP Gode)
M01: Appointment Affidavit executed M39: Creditable Military Service: M40: Previous Retirement Coverage: M45: Employee is automatically covered under FE K18: Employee position is at the full performance ZZZ: This position is designated for Drug Testing.	5. Forwarding Address (Numb	er, Street, City, State, ZIP Gode)
M01: Appointment Affidavit executed M39: Creditable Military Service: M40: Previous Retirement Coverage: M45: Employee is automatically covered under FE K18: Employee position is at the full performance ZZZ: This appointment does not confer eligibility to Career-Conditional or Career Appointment	5. Forwarding Address (Numb	er, Street, City, State, ZIP Code)
M01: Appointment Affidavit executed M39: Creditable Military Service: M40: Previous Retirement Coverage: M45: Employee is automatically covered under FE K18: Employee position is at the full performance	5. Forwarding Address (Numb	er, Street, City, State, ZIP Code)

1. Name (I	Last, First,	Middle)				2. Soci	al Security Nu	ımber	3. Date of Bir	th	4. Effectiv	e Date	
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46. Employ	ying Depart	ment or Agency				50. Sign	ature/Authen	tication a	and Title of Ap	proving Offi	icial		
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47. Agency	y Code	48. Personnel Office	e ID	49. Approva	l Date	BENJA	AMIN H. PE	EABODY	Y				
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FP755/18/17

SF 52 (E Forms 4.4) Rev. 7/61 SRO Approval U.S. Office of Personnel Mene FPM Supp. 296-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested 2. Request Number Schedule C. Appt. Commune 10 10-2017-094 3. For Additional Information Call (Name and Telephone Number) 4. Proposed Effective Date Local Tracking No: 5. Action Requested By (T)ped Name, Title, Signature, and Request Date) 6. Action Authorized By (Typed Name E. Scott Pruitt, Administrator / Ryan T. Jackson, Chief of Staff 1. Name 2. Social Security Number Effective Date 05-14-1 6-A. Code 6-B. Nature of Action 6-C. Code 6-D. Legal Authority Legal Authorth 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 9. Occ. Code 10. Grede or Level 11. Step or t2. Total Salary 3. Pey Sasi 7. Occ. Code | 18. Grade or Level 19. Step or 21. Pay Besis W UND O PA GS 02 \$115,755.00 PA 28. Locality Adj 12C. Adj. Book: Pay 120. Other Pey 20A. Basic Pay 200. Other Pay 208. Locality Adj. 20C. Adj. Basic Pay 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office otorane Preference 24. Tenuns 25. Agency Use 26. Veterana Preferenci 3 - 10-Point/Disability 5 - 10-Point/Other O - None 2 - Conditional YES AND RIF 28. Annuitant Indicato 29. Pay Rate Determinent gent Plan 31. Service/Compl Date 32. Work Schedule 33. Pert Time Hours Per . Servil 23 100 Bhreekly 34. Position Occupied
2. 1 - Competitive Service 3 - SES General
2. 2 - Extracted 4 - SES General
34. Position Occupied 37. Bargelning Unit Status 35. FLSA Category 36. Approprietion Code 1718 B 11A ZZZME8 38. Duty Station Code 39. Duty Station 11-0010-001 Washington, DC 40. Agency Deta **41.** 42. 43. 45. Education (1) 24 16. Year Degree Attained | 47. Academic Discipline M8. Functionsi Class 49. Citizenship 50. Veterana Status 51. Supervisory Status 1-USA 8-Othe 1. Office/Function Initials/Signature Dete Office/Function Initials/Signature A. B. E. C. ۴. 2. Approval: I certify that the information entered on this form is accurate and that the Signature Approval Date groposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE

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PART D - Ren (Note to Superviso	narks by Requesting Office rs: Do you know of additional or or If "YES", please state these facts	onflicting reasons for the em		nent? YES NO
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		NEO.		
Signed: _		DEO		
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PART E - Emp	loyee Resignation/Retirem	ent		
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orwarding address. Y e-employment in the i memployment compa	umish a specific reason for your resigns four resson may be considered in any ful Federal service and may also be used to neation benefits. Your forwarding addre urrients you should have or any pay or o	ture decision regarding your o determine your eligibility for as will be used primarily to mail	saction 8506 requires agenci	findividuals in the Faderal service and their records, white es to furnish the specific reason for termination of Federal abor or a State agency in connection with administration of a programs.
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l. Réasons for Res generalizations.	ignation/Retirement (NOTE: Your in Your resignation/retirement is effe	easons are used in determinentive at the end of the day -	ning possible unemploymer midnight - unless you spec	nt benefits. Please be specific and avoid ify otherwise.)
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1. Name (Last, First,	Middle)				2. Socia	ıl Security Nu	mber	3. Date of Birtl	h	4. Effectiv	e Date	
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5-E. Code	5-F. Legal Authority	y			6-E. Cod AWM	e	6-F. L 07-13-	egal Authority -17				
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46. Employing Depar	tment or Agency				50. Sign	ature/Authen	tication	and Title of App	roving Offic	cial		
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47. Agency Code	48. Personnel Office	ID	49. Approva	Date	VICKI	E H. TELLI	[S					
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SF 52 (E*Forme 4.4)

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8.						E . '	w	1	,		1:	
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ote to Supervisors: Do you know of additional or conflic If "YES", please state these facts on a	ting reasons for the emp a separate sheet and atta	loyee's resignation/retirement? ach to SF 52.)	YES NO
			A District Control of the Control of
OGE 450 Not Required			
OGE 450 Required	: .		
Signed:, DEO		·	•
	Privacy Ac	Statement):	The second secon
u are requested to furnish a specific reason for your resignation warding address. Your reason may be considered in any future employment in the Federal service and may also be used to detemployment compensation benefits. Your forwarding address we copies of any documents you should have or any pay or comp	or retirement and a decision regarding your termine your eligibility for all be used primarily to mail	with regard to employment of indi section 8506 requires agencies to service to the Secretary of Labor unemployment compensation pro	is well intervented failure to provide it may result
itited. is information is requested under authority of sections 301, 330 de. Sections 301 and 3301 authorize OPM and agencies to iss	1, and 8506 of title 5, U.S. tue regulations	/4\ cosio	s of those documents you should have; (2) pay or oth my unemployment compensation benefits to which you
Reasons for Resignation/Retirement (NOTE: Your reasons for Resignation/Retirement (NOTE: Your reasons generalizations. Your resignation/retirement is effective.)	sons are used in determined at the end of the day	Ining possible unemployment b - midnight - unless you specify o	enefits. Please be specific and avoid otherwise.)
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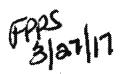
REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Item. I. Action Requested Resignation	s 1, 7-22, 32, 33, 36 and 39.)	2 Request Number TBA
A For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date
Action Begins had By (Typed Nome, Title, Signatury and Preparis Date) Year Jackbon, Chief of State	6. Action Authorized By (Typed Name, in Society Prof. Administrator	STITE 4/51
PART B - For Preparation of \$550 (Use only codes in F	PM Supplement 23/21. Show all dates in ma 2. Sheist Scource Sumber 3. Date of B	mth-duy-year arder inh 4 Effective Date
FIRST ACTION 5-A Circle 5-B Nature of Action	SECOND ACTION 6-A. Code 6-B. Nature of Action	
3-C. Code 5-D. Legal Authority	6-C Code 6-D Legal Authority	
5-E. Code	6-8. Code 6F, Legal Authority	
7. FROM: Position Little and Number	15, TO: Position Title and Number	
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14. Name and Location of Position's Organization	22. Nome and Location of Position's Org.	
A000000 - Environmental Protection Agency Office of the Administrator, Immediate Office		
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i - Nove 3 - 10 - Pound Directility 5 - 10 - Pound Co 2 - 3 - Pount 4 - 10 - Pount Compensable 5 - 10 - Pount Co 27 - FIGUL	ber 9 - None 2 - Conditionals migrosophic (195) 1 - Permajoral 3 - Hole Strate 28 - Association Conditional Cond	YES NO 29. Pay Rate Determinant
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	I-USA #-OTHER	· n
PART C - Reviews and Approvals (Not to be used by req 1. Office Function Initials/Signature	Date Office/Function D.	Initials/Signature Date
R.	E.	
<u></u>	e e e e e e e e e e e e e e e e e e e	
Approval: Certify that the information entered on this form is accurate		Approval Date
the proposed action is in compliance with statutory and regulatory required CONTINUED ON REVERSE 52-118	OVER	<u> </u>

PART D - Remarks by Requesting Office (Note to Supervisors Do you know of additional or conflicting reasons) If "YES", please state these facts on a separate sh	for the employee's resignation/retirement? eet and attach to SF 52.)	□YES □ NO
PART E - Employee Resignation Retirement You are requested to furnish a specific (bason for your resignation or refrewarding address. Your reason may be considered in any future decipous re-employment in the Federal service and may also be used to deligibility for unsampleyment compensations benefits. Your forwarding a used primarily to mail you topics of any destinants, you should have compensation to which you are entitled. This imbomation is requested under authority of sections 301, 3301, and 5.1.S. Code. Sections 301 and 3301 authorize OPM and authorists to is: 1. Reusens for Resignation/Retirement (NOTE: Your reasons are used a Your resignation/retirement is effective at the end of the day - multing	recess, while section 5300 requires agencies retermine your commission of Federal Service to the Secret address will be connection with administration of unemployme of any pay or The furnishing of this information is voluntary result at your not receiving (1) your copies of (2) pay or other compression due you, and (3) pay or other compression due you, and (3) prefits to which you may be entitled in determining passible unemployment banefits. Please be specific	ary of Labor or a State agency in of compensation programs. however, tailing to provide it may those documents you should have. s) any unemployment compensation.
PART Resuprarium su		

Appendix F: Employee F

1. Name (Last,	irst, Middle)					2. Soci	2. Social Security Number 3.			3. Date of Birth 4. Effective Date			
											03/26/	2017	
FIRST AC	ION					SECC	ND AC	CION					
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5-C. Code ZLM	5-D. Legal P. L. 95-	•				6-C. Co	5-C. Code 6-D. Legal Authority						
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SF 52 (E"Forms 4.4) SRO Approval Rev. 781 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested 2. Request Number Administratively Determined Appointment OP-2017-017 3. For Additional information Call (Name and Telephone Number) Local Tracking No. 4. Proposed Effective Date 03/27/2017 (HR-5. Action Requested By (7) Fod Name | Title, \$ neture, and Concurrence Date) E Scott-Pruitt, Administrator Michael Flynn, Acting/10/0019 1. Name 2. Social Security Number 3. Date of Birth Effective Date 03-26-17 5-B. Nature of Action 6-A. Code 6-B. Nature of Action Code 6-C. Code 6-D. Legal Authority 5-F. Legal Authority 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 10. Grade or Level 11. Step or B. Occ. Code 12. Yotal Salary 13. Pay Ba 17. Occ. Code 18. Grade or Level 19. Step or 20. Total Saleny/Award 21. Pay Basis PA AD 0301 00 00 \$149,337.00 PA 12A. Besic Pey 28. Locelly Adj. 12C. Adj. Basic Pay 12D. Other Pay 20A. Besic Pay 200. Other Pay 20C. Adj. Basic Pay 20B. Locality Adj. 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy 23. Velorans Preference 25. Agency Use 3 - 10-Point/Disability 0 - None 1 - None 2 - S. Breint 5 - 10-Point/Other 2 - Conditional YES X NO RIF 28. Annuitant Indicator 29. Pay Rate **Determinant** 0. Petirement Plan 31. Service Comp. Date (Leave) / 3 - 34 - 17 Work Schedule 33. Pert Time Hours Per 00 Pay Pagor 34. Position Occupied
1 - Competitive Service
2 - Ferminal Service 37. Bergejning Unit Status 35. ELSA Cetegory 36. Appropriation Code 3 - SES General 1718 B 11B ZZZMH9 uty Station Code 39. Duly Station 11-0010-001 Washington, DC 40. Agency Date 42 43. 45. Educajogi Lavai 47. Academic Discipline 46. Yaar Deoree Attained 48. Functional Class 49. Citizenship 50. Veterans Status 51. Supervisory Status 220101 1 - USA 8 - Othor 1. Office/Function Initiale/Signature Date Office/Function Initiale/Signature Dete O. 3/16/17 ٤, F. 2. Approval: I certify that the information entered on this form is accurate and that the Signature proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE 7/91 Are Not Usable After 5/30/93 NSN 7540-01-333-6239

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A. 13 Z.	Privacy Act	Statement		
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ntitled.	or any pay or compensation to which you are f sections 301, 3301, and 8506 of title 5, U.S.	The furnishing of this information is volu your not receiving: (1) your copies of the compensation due you; and (3) any une	ose documents you shou	d have; (2) pay or othe
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FARS 5/18/17

SF \$2 (E*Forms 4.4) SRO Approval Rev. 7/01 U.S. Office of Personnel Management John E Reeder REQUEST FOR PERSONNEL ACTION FPM Supp. 296-33, Suboh. 3 2. Request Number 1. Actions Requested Schedule C Appointment OP-2017-020 COMMUNION TO 4. Proposed Ethecitye Date Local Tracking No: (Name and Talephone Number) 3. For Additional Information Caff asap i (HR-6. Action Authorized By 5. Action Requested By (Typed Name, Fide Signature, or E. Scott Pruitt, Administrator / Ryan T. Jackson Chief of Staff **Effective Date** 2. Social Security Number 3. Date of Bigh 05-14-1 6-A. Code: 6-B. Nature of Action ONV P 6-C. Code 6-D. Legal Authority 5-D. Legal Authority 6-E. Code 6-F. Legal Authority 5-F. Legal Authority 15. TO: Position Title and Number 7, FROM: Position Title and Number Sn~ \ -- 4 16, Pay Pien 17, Occ. Code 18, Grade or Level 19, Step or 20. Total Salary/Award 21. Pay Bass J. Occ. Code 10. Grede or Level 11. Step or 12. Total Salary 13, Pay Besis 8. Pay Plan \$149,337.00 PA PA GS 0301 15 M 1050 ∞ 20C. Adj. Basic Pay 2C. Adj. Beek: Pay 20A. Basic Pay 206. Locelity Adj. 128. Locality Adi. 22. Name and Location of Position's Organization 14. Name and Location of Position's Organization AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy 26. Veterans Preference 25. Agency Use 24. Tenure S. Veterans Preference YES FANK RIF 0 - Hone 2 - Conditional 3 - 10-Point/Dissbillty 5-10-Point/Other 29. Pay Rete 28. Annultant Indicator 27. FEGLI Determinant 33, Part Time Hours Per 32. Work Schedule 31. Service Comp. Date 30. Retirement Plan * Pitanneich .eeve) 37. Bergeirling Unit Status 4. Position Occupied 35. FLSA Category 35. Appropriation Code 1718 B 1 IB ZZZMI-19 38. Duny Station Code 39. Duny Station Washington, DC **43**. 44. 40. Agency Deta 41. Veterana Status 51. Supervisory Status 46. Year Degree Attained 47. Academic Discipline 49. Citizenship 45. Educational Level 1-USA 8-Other Office/Function Initials/Signature Dete 1. Office/Function 2. Approval: I certify that the information entered on this form is accurate and that the Signature, proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE

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	Typed Name /Title, Sign		Cranco)			41	. \ \ \ \ \ \ \ \ \ .	AL.	109°
Ryan T. Jackson Chi	ef of Staff \ \(\times\) paration of SF 50	A New Annie Contras	in FPM Supple			ninistrater ees in montAs	y-year order.)	1	10.11
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50,000 EB 100 \$400 EB 100	Aughority	. , , , ,	u and	6-C. Code	6-D. Lega	Authority			
5,E, Code 5-F, Lega	Authority	. 8		6-E. Code	6-F. Lega	Authority		***************************************	***************************************
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8 Pay Plan 9, Occ. Code GS 301	10. Grade or Level 11. Step or 15	12 Total Salary 5 \$149,337.	00 PA	£	7, Ucc. Cace OSHO		an lancour		PA
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14. Name and Location of I AA00000 - US, EPA, O Office of Policy	Position's Organization Mice of the Administrato	er		22. Name and Process Office of	US, EPA	Position's Organiza L. Office of the Ad	tion Iministrator		
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27. FEGU	. 17. Delen 18° com residence 1990.	10.Deinellanagaeasta	.5c.er	28. Annuitan	t indicator	3. Indokolo		29, Pay Rai	
30. Retirement Plan		31. Serv (Leave)	ice Comp. Date	32. Work Sci	redule			78	ne Hours Per weekly
POSITION DATA									av Perind
34, Position Occupied 1 - Competitive	Service 3 - SES General	35. FLS	A Category	36. Appropris		8 B HB ZZZI	VIII9	37, Bargain	ng Unit Status
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45. Educational Level	46. Year Degree Attained	47. Academic Discip	aline 48. Function	nas Caass	49. Citizens	hip <u>50.</u> A. 8 - Other	Veterans Status	51. Superviso	му ошина Э
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1. Office/Function	Initials/Sign	ature	Date	Office/F	unction //	/	ils/Signature		Date 7 (C) /
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	ie information entered on th mpliance with statutory and			Signature		The state	aekku	/ 1/8	proval Date
CONTINUED ON NEX	***************************************			<u> </u>		<u> </u>	Editions Prior y	7/91 Are Not Use	See After 6/30/93

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PART D - Remarks by Requesting O (Note to Supervisors: Do you know of additional If "YES", please state these		oyee's resignation/retirement? ch to SF 52.)	YES NO
			,
OGE 450 Not Required			
OGE 450 Required			
Signed:	DEO		
PART E - Employee Resignation/Re	tirement Privacy Act	Statement	
forwarding address. Your reason may be considered in	resignation or retirement and a a any future decision regarding your used to determine your eligibility for	with regard to employment of individuals in t	
you copies of any documents you should have or any pentitled.	ay or compensation to which you are		
Code. Sections 301 and 3301 authorize OPM and age	encies to issue regulations	may be entitled.	
Reasons for Resignation/Retirement (NOTE: generalizations. Your resignation/retirement)	Your reasons are used in determine is effective at the end of the day -	ning possible unemployment benefits. F midnight - unless you specify otherwise	Please be specific and avoid. :.)
2. Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number,	Street, City, State, ZIP Code)
PART F - Remarks for SF 50	1		
		<u> </u>	
ear, randoved is automatical	A COACLCO MILLON	,	of individuals in the Federal service and their records, while bies to furnish the specific reason for termination of Federal abor or a State agency in connection with administration of m programs. Pation is voluntary; however, failure to provide it may result in copies of those documents you should have; (2) pay or other (3) any unemployment compensation benefits to which you sent benefits. Please be specific and avoid cify otherwise.)
m38: Frozen Service:	Not Required Privacy Ad Statement Which is a specific reason for your resignation or reference and a unreason may be considered in any future decision regarding your deciral service and may also be used to determine your designation of reference in service and their records. A statement were considered in any future decision regarding your sestion may be considered in any future decision regarding your sestion may be considered in any future decision regarding your selection 8506 requires agencies to furnish the specific reason for termination of rederil services to the Secretary of Labor or a Steptic part of Labor or a Steptic of Labor or a Steptic in the provision of programs. In the secretary of the provision of the provi		
ZZZ: This position is designated	for Drug Testing.	,	
	emeto	₩www.	

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY	Print Date: 07/06/2017
POC: Phone:	Fax: (202) 564-9612
Request No: EP170079 Request Type: APPOINTMENT	· was sand and 2012
Appointment Authority: NONCAREER	
Extension: No Duration: ES Pay Level: \$151,	.700 Temporary Allocation: No
Candidate:	temporary Anocacion, No
Position No: Title:	
Organization Name:	
Recruited From; SAME BUREAU, SAME AGENCY GEO Loc	ation: WASHINGTON
Current Title:	
Proposed Title:	
SES Endorsement S ta	tamant
Lendorse the above request made to the Office of Personnel / General position and certify that the candidate meets the promanagerial qualifications for the position.	***************************************
Agency/Dept. Head of E. Scott Pruitt, Adm	inistrator
Signature: S-S-S-S-S-S-S-S-S-S-S-S-S-S-S-S-S-S-S-	1 1/2 5 Date Signed: 7/5/17.
Agency White House	Liaison
Name: Charles Munoz	564-3062
- Marin	rnone; <u>2012</u>
Signature:	Phone: <u>S64-3057</u> Date Signed: <u>2/10/17</u>
OPM USE ONLY	
Check the appropriate Box	k(es)
Two request for a new noncareer appointment authority residenteen or pay level change is:	
Your request for a limited train energeacy appealtment anthonly for the	Disapproved
duration of	* Modification
Your request for temporary space allocation	
Number of non-career allocations: Percent	of SES space allocation:
OPM Approving Official:	Date Signed: 7/13/17
	ATTENTION: Senior Executive Resource Services
Source: Office of Personnel Management	Report 1652, Version November 2008

	POSITIO	tal Protection Agency N DESCRIPTION COVER! CTION: a. Reference of Series		I. DUTY LOC Washing	ton, DC	2. POS	ITION NUMI	BER
					•			
			h. Title		c. Pay	d. Series	e. Grade	f. CLC
Official Allocation					ĘS	0340	00	
4. Supervisor					ES	0340	†	
Recommendat	ìon					** '*		
5. ORGANIZAT	TONAL TE	TLE OF POSITION (if any)		6. NAME OF EMI	LOYEE			<u></u>
*************************************			0000000					
				e.				
a. U.S. ENVIR	ONMENT	AL PROTECTION AGENC	Y	f.				
b. OFFICE OF	THE ADA	IINISTRATOR		g.	***************************************	***************************************		
c. Office of Pol	icy	***************************************		h. Employing Off Washington, DC	fice Location			
d	•			i. Organization C	ode			
8. SU	PERVISO	RY STATUS	•••••	1				
classification [8] [4] Supervis GSSG. [9] [5] Manager Supervisor/M [9] [6] Lead Po Grade Evalua directives of a WLGEG [8] All Other 9. SUPERVISO relationships and d is to be used for sta implementing regu	standards, or. Position lead famager or sistion lead the applica ader. Positions RY CER's hat the positions purplations.	cheral Schedule Supervisory (on meets the definition of Sup ial. Position meets the definition of Supervisor is a team performing one-grad (WLGEG) or is under a wag ble pay system, ition leads a team performing Position does not meet any TFICATION—I certify that if ion is necessary to carry out gove coses relating to appointment and ite of Immediate Supervisor	tion of Management (i) 5.U.S.C. 710 (a) (10) c interval work and meets sire two-grade interval wo of the above definition is is an accurate statement municular function for whether the statement of the above definition of	03(a)(10), but does not be seen that in 5.U.S.C. 71 is sets the minimum requirers and meets the minus. This is a non-supent of the major duties and the majo	of meet the mining 03(a)(11), but do uirements for appearants as specifimum requirements are responsibilities of the certification is fing statements ma	num requirement the plication of Particle by those job the for application of this position and made with the known of constitute violates	its for applicat GSSG definit For the Work standards or c on of Part II of I its organization owledge that this isons of such stan-	tion of the tion of Leader other f the
Rvan / Jac	bean C	hief of Staff						
b. Signature	*****	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	////////	E. Scott Pruit	tt, Administ	rator, EPA	·····	
" Y "	λ	Lin	c. Dage	e. Ngnature	- ≥/L ~	Marine Marine	f. Date	11
10. OFFICIAL	CLASSIF	CATION CERTIFICATIO	N: centify that this pesi	tion has been classified	Waded astronoired	by Title S. U.S. (ode in conform	lance with
simuarus piloiisos	a ny me u.s	Office of Personnel Managemen	of or, if no published stan	dards apply directly, con	kistently with the	most applicable pr	ublished standar	ds.
a. Promotion P This position t		/ potion potential ® If position	develops as planned a ntial to grade:	nd employee progres	ses satisfactorily.	, this position ha	is known pron	notion
b. PSB Risk Des	ignation	c. Financial Disclusure Fo	**************************************	. Additional" (I/	A) e. FLSA De	termination	f. Fond	ctional
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Security Clearan	ce	forms required		current incumbent		rative		
Required: Yes	£ 2***×	22°				nat@Executivs	·	
g. Bargaining Unit Code		, if applicable: al Monitoring Required		i. Classifier's	Signature	"The state of the	j. Dat	e
	Extran	nural Resources Management	Duties (% of time)	//	1 2 11			1.1
<u> </u>	@ This p	osition is subject to random d	rug testing ()		124		07/	06//7
II. REMARKS	······	Suu Cum	٤.		<i>(</i>			

		ERSONNEL ACTION	SRO Approval	John E Reeder
PART A - Requesting Office (Also complete 1. Actions Requested Non Career - SES	e Pert B. Herrie 1, 7-22, ;	12 33 35 and 39)	2.1	Request Number
3. For Additional Information Call Name and Telephone	e Number) /(HR-	Local Tracking No		OP-2018-000 Proposed Effective Date
5. Action Requested By (Typeli Name, Mile, Signature, at		6. Action Authorized By (7)s	sed Name y l ife. Signature, as	a Grainvega Casej , II
Ryan T. Jackson Chief of Staff PART B - For Preparation of SF 50 (Use of L. Name)	nly codes in FPM Supple	E. Scott Pruitt / Administrement 292-1, Show all dates in 2. Social Security Number	month-opy-pasyordar k	fective Date
EURON ANTON			~~~~~ <u>\</u>	-11001100110110
FIRST ACTION 5-A. Code 5-B. Nature of Action		SECOND ACTION 6-A. Code 6-B. Nature of Ac	tion	
5-C. Code 5-D. Legal Authority		6-C. Code 6-D. Legal Autho	rity	
5-E. Code 5-F. Legal Authority		6-E. Code 6-F. Legal Author	ity	
7. FROM: Position Title and Number		15. TO: Position Title and No	mber	
ES Para	lat Salary 13. Pay Basi PA	18 Pay Plan 17 Oct. Code 18 Grade ES 0343	Marie I	i Salary/Award 21 Pay Basis 61,900.00 PA
12A. Basic Pay 12B. Locality Adj. 12C. Adj. Basic Pa	ly 120 Other Pay	20A Besic Pay 20B Locality	Acij DIC Acij Basic Per	200. Other Pay
14. Name and Location of Position's Organization AA00000 - US, EPA, Office of the Administrator Office of Policy		22. Name and Location of Position' AA00000 - US, EPA, Office Office of Policy		
EMPLOYEE DATA 23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/O		24. Tenure 3 0 - None 2 - Cond	25. Agancy Use	25. Veterans Preference
7. 8.80(a) 2. 10.0(a) (2. 10.0	voronio/AMi	28. Annuitant Indicator	***	VES NO RIF
30. Retirement Plan	31. Service Comp. Dete (Leave)	32 Work Schedule		Determinant 33. Part Time Hours Per Bitweekly
POSITION DATA 34. Position Occupied 1 - Compositive Service 3 - SES General 2 - Extractal Canada 4 - SES Factor Resourced	35. FLSA Category	36. Appropriation Code 2018/2019 B 1	D 700keun	Pay Period 37. Bergaining Unit Status
38. Duty Station Code	39. Duty Station	1 2010/2017 0 11	D VANNINY	I .
40. Agency Data 41. 42.	Washington, DC	μ.		
45. Educational Level 46. Year Degree Attained 47. Acade	mic Discipline 48. Functio	nel Class 49. Critzenship	50 Veterans Status	51. Supervsory Status
PART C - Reviews and Approvals (Not to be 1. Office/Function Initials/Signature	s used by requesting offs Date	1-USA 8-Ome ca.) Office/Function	Initials/Signature	Date
A		D		Vale
В.		E.		
c.		F.		
Approval: I certify that the information entered on this form is a proposed action is in compliance with statutory and regulatory	Course and that the requirements	Signature		Approval Date
CONTINUED ON NEXT PAGE			Editions Prior to 7	91 Are Not Useble After 6/90/53 8/5/4/540/01/3/3/6/2/5

PART D - Remarks by Requesting Off (Note to Supervisors: Do you know of additional If "YES", please state these t	lice or conflicting reasons for the em facts on a separate sheet and att		YES NO
OGE 450 Not Required	,DEO		
PART E - Employee Resignation/Retin	rement Privacy Act		in the Federal service and their records, while
forwarding address. Your reason may be considered in a re-employment in the Federal service and may also be us unemployment compensation benefits. Your forwarding a you copies of any documents you should have or any pay entitled. This information is requested under authority of sections.	iny future decision regarding your sed to determine your eligibility for address will be used primarily to mail y or compensation to which you are 301, 3301, and 8508 of title 5, U.S.	section 8506 requires agencies to furnis service to the Secretary of Labor or a St unemployment compensation programs. The furnishing of this information is volu your not receiving. (1) your copies of tho compensation due you, and (3) any uner	h the specific reason for termination of Federal ate agency in connection with administration of
Code. Sections 301 and 3301 authorize OPM and agence 1. Reasons for Resignation/Retirement (NOTE: Y generalizations. Your resignation/retirement is	our reasons are used in determin	midnight - unless you specify otherw	. Please be specific and avoid ise.)
Effective Date	4. Date Signed		v, Street, City, State, ZIP Code)
PART F - Remarks for SF 50			

Request for Senior Executive Service Appointing Authority

A	
400000000000000000000000000000000000000	Print Date: 12/19/2017
	Fax: (202) 564-9612
* * * * * * * * * * * * * * * * * * *	
Appointment Authority: NONCAREER	
Extension: No Duration: ES Pay Level: \$16	1,900 Temporary Allocation: No
Candidate	
Position No: Title:	
Organization Name:	
Recruited From: SAME BUREAU, SAME AGENCY GEO LO	cation: WASHINGTON
Current Title:	
Proposed Title:	
SES Endorsement S	tatement
POC: Phone: Fax: (202) 564-9612 Request No: Request Type: REASSIGNMENT Appointment Authority: NONCAREER Extension: No Duration: ES Pay Level: \$161,900 Temporary Allocation: No Candidate Position No: Title: Organization Name: Recruited From: SAME BUREAU, SAME AGENCY GEO Location: WASHINGTON Current Title: Proposed Title. SES Endorsement Statement I endorse the above request made to the Office of Personnet Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position. Agency/Dept. Heador E. Scott Pruitt, Administrator Signature: Date Signed: 12 / 2017 Agency White House Liaison Name: Charles. Munoz Phone: 564–3097 OPM USE ONLY Check the appropriate Box(cs) Your request for a new morcareer appointment authority, reassignment or pay level change by: Your request for a limited term emergincy appointment authority, reassignment or pay level change by: Your request for temporary space allocation: Percent of SES space allocation: Percent of SES space allocation: Date Signed:	
Agency/Dept. Head or	<u>Iministrator</u>
Signature & XLAC / SA	1.14 26.12
Signature.	Date Signed: 15/25/17
Agency White House	e Liaison
Name: Charles Munoz	Phone: 564-3097
	FIIORE. 303-3037
Signature:	Date Signed: 12/20/17
OPM USE ONL	
Your request for a new noncareer appointment authority, reassignment or	Approved Approved with Modification *
printy	☐ Disapproved ☐ Return without Action
	* Modification
Your request for temporary space allocation	
Number of non-career allocations: Percei	of SFS coars allocation.
OPM Approving Official:	Date Signed:
EMAIL: SERS@opm.gov	ATTENTION: Senior Executive Resource Services
Source: Office of Personnel Management	Descript 1683 Various Survey

United States I	invironme	ntal Protection Agency N DESCRIPTION COVERSHE	****	I. DUTY LOCA	TION	2. POSI	TION NUMI	BER
	1031110	A DESCRIPTION COVERSHE	#: #	Washingtor	ı. DC			
3. CLASSIF	CATION /	ACTION: 11. Reference of Series and	Onte of Standards Used t	o Classify this Positio	3		••••••	***************************************
			Title					*
•••••		р,	11116		c. Pay Plan	d. Series	c. Grade	r cro
Official Allocation								
4. Superviso Recommenda					ES	0343		

5. ORGANIZAT	TIONAL TI	TLE OF POSITION (if any)	_6	NAME OF EMPLO	VEE.			<u></u>
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	***************************************	ENTAL PROTECTION AC	ENCY 6					
o. Office of	the Adm	nistrator			***************************************	······	·····	•••••••••••••••••••••••••••••••••••••••
c. Office of Po	olicy		ħ	. Employing Office	Location	- Washingtor	ı, DC	·····
d.	***************************************		î.	Organization Code	: - AA00000)00		***************************************
8. St	PERVISO	RY STATUS			······			····
© [6] Lead Po Grade Evalu- directives of © [7] Team Lo WLGEO © [8] All Othe	osition lead ation Guid the applica eader. Pos it. or Position	the definition of Supervisor in 5.Us a team performing one-grade into (WLGEG) or is under a wage system, sition leads a team performing two s. Position does not meet any of the	cryal work and meets stein and meets similar grade interval work a ac above definitions.	minimum requirents od meets the minim This is a non-superv	ients as specif um requireme isor/non-man	fied by those job a rats for application agerial position.	standards or o	ther The
өсөлөөлөлүүн соолоодогу соолоод э	re ased for s	ITFICATION I certify that this is is is necessary to carry out government inturery purposes relating to appoint marking the marking to appoint marking the	non machons for which	I am responsible The	ar men i konstinan ia	marchie reitte bleet in bereit	antantum et de de et de	
		le of Immediate Supervisor	4.	-Typed Name and	Title of Seco	nd-Level Supers	isor	······································
tyan∕T. Jaα	kson/(hief of Staff		Scott Pruitt,	Administ	rator		
· Signature	$\sqrt{\Lambda}$		Date g.	Signature \		7 7	f. Date	· i
COFFICIAL	7.73	CATION CERTIFICATION:			4 L	$\Delta U U G$		447
	**************************************	ICATION CERTIFICATION: 1 6. Office of Personnel Management or.	if no published standard	nas reen classined gr capply directly, consi	ided as required tently with the	l by Title 51 U.S. Co most applicable pul	ide, in conform Hished standard	ahee with ds:
. Prometion 1	cotential	nation potential ® If position dev potential	lops as planned and e		1)			
PSB Risk De:	signation	c. Financial Disclosure Form	d. "Identical, /		e. FLSA De	termination	f. Func	tional
) I □ Low → 2□ Moderate	<u>></u>	OGE-450 Required OGE-278 Required	Allocation This por may be IA ed	sition	© NONEXI EXEMP		Classif	ication
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ccurity Clearan equired: Ves		forms required	© is limited to curr	ent incumbent	© Administ	rative nal ® Executive		
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nit Code	© Extrai	al Monitoring Required nural Resources Management Duti	es (0% of time)					
3888	This p	osition is subject to random drug t	esting (
I. REMARKS								

Appendix G: Employee G

1. Name (Last, First,	Middle)				2. Soci	al Security N	lumber	3. Date	of Birth		4. Effective 09/03/2		
FIRST ACTIO	IN.				SECO	ND ACT	TION				09/03/2	201 /	
	000000000				6-A. Coo	000000000000000000000000000000000000000		Nature of A	ction				
5-A. Code 570		PT			6-A. Coc	ie	0-B. I	vature of A	CUOII				
5-C. Code ZLM	5-D. Legal Authority P.L 95-190				6-C. Coc	le	6-D.	Legal Autl	hority				
5-E. Code	5-F. Legal Authority				6-E. Coc	le	6-F.	Legal Auth	nority				
7. FROM: Position T	itle and Number	300000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	15. TO:]	15. TO: Position Title and Number							000000000000000000000000000000000000000
FIRST ACTION 5-A. Code 570 CONV TO EXC APPT 5-C. Code ZLM P. L. 95-190 5-E. Code 5-E. Legal Authority 7. FROM: Position Title and Number Pay Plan P. Degal Authority 7. FROM: Position Title and Number Pay Plan P. Degal Authority 7. FROM: Position Title and Number Pay Plan P. Occ. Code D. Legal Authority 7. FROM: Position Title and Number Pay Plan P. Degal Authority 7. FROM: Position Title and Number Pay Plan P. Degal Authority 7. FROM: Position Title and Number Pay Plan P. Degal Authority Pay Plan Pey Plan Pay Plan Pey Plan Pey Plan Pey Pay Pay Plan Pey Pay Pay Plan Pey Plan Pey Pay Pay Plan Pey Pay Plan Pey Pay Pay Plan Pey Pay Pay Pay Pay Pay Pay Pay Pay Pay Pa													
8. Pay Plan 9. Occ. Code	10. Grade or Level 11. Ste	p or Rate 12.	Total Salary	13. Pay Basis	16. Pay Pl	an 17. Occ.	Code 1	8. Grade or	Level 19	Step or Rate	20. Total Sala	ary/Award	21. Pay Basis
		-	-	PA	AD	0301		00		00	100981	·	PA
12A. Basic Pay	12B. Locality Adj. 1	2C. Adj. Basi	c Pay	12D. Other Pay	20A. Basic	Pay	2	20B. Locality	Adj.	20C. Adj. I	Basic Pay	20D. Other	Pay
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OFFICE OF THE OFFICE OF PUBI	ADMINISTRATOR LIC AFFAIRS	tion			OFFIC	and Location of THE	ADMIN			n			
5-70 CONV TO EXC APPT 5-C. Code ZLM P.L. 95-D. Legal Authority P.L. 95-190 5-E. Code 5-D. Legal Authority P.L. 95-190 5-E. Code 5-F. Legal Authority 7. FROM: Position Title and Number 2. FROM: Position Title and Number 2. Basis Pay 12. Locality Adj. 12. Adj. Basis Pay 12. Locality Adj. 12. Locality Adj. 12. Adj. Basis Pay 12. Locality Adj. 13. Service Comp. 13. Service Comp. 13. Service Comp. 13. Service Comp. 14. Locality Adj. 15. Locality Adj. 16. Locality Adj. 16. Employing Department of Agency 17. Agency Code 18. Personnel Office ID 19. Approval Date 18. Agency Code 19. Approval Date 19. Ap													
1 - None	3 - 10-Point/Disability			30%	24. Tenu	re 0 - None 1 - Permanent	2 – Con 3 – Inde	ditional	5. Agen	cy Use	26. Veteran	[ce for RIF
27. FEGLI	4 - 10-Foin/Compensable	0 10	1 um/Compensante	3070		itant Indicat	or				29. Pay Rat	1.	
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	& FICA	mp. Date (Leave)	F	FULL-TI	ME					me Hours . Biweekly Pay Period	'er		
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1 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%							ocation)				L		
40. Agency Data	41.	42.		43.		44.			***************************************	***************************************	***************************************		
FUNC CLS 00	VET STAT X	EDU	C LVL 13	SUPV ST	AT 8	POS	SITION	SENSITI	VITY	MODERA	TE RISK		
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					50. Sign	nature/Authe	ntication	and Title	of Appr	oving Offic	ial		
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(Note to Supervisors: Do you know of additional or conflicting real of "YES", please state these facts on a separate			YES NO
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Signed:, DEO	*		\$
	Privacy Act	Statement	
You are requested to furnish a specific reason for your resignation or retirer forwarding address. Your reason may be considered in any future decision re-employment in the Federal service and may also be used to determine y unemployment compensation benefits. Your forwarding address will be use	ment and a regarding your rour eligibility for ed primarily to mail	with regard to employment of indivisection 6506 requires agencies to	viduals in the Federal service and their records, while furnish the specific reason for termination of Federal or a State agency in connection with administration of grams.
you copies of any documents you should have or any pay or compensation entitled. This information is requested under authority of sections 301, 3301, and 85 Code. Sections 301 and 3301 authorize OPM and agencies to issue regula	الغ.5. U.S.	your not receiving: (1) your copies	is voluntary, however, failure to provide it may result in of those documents you should have; (2) pay or other by unemployment compensation benefits to which you
Reasons for Resignation/Retirement (NOTE; Your reasons are generalizations. Your resignation/retirement is effective at the	used in determine entitle of the day #	ning possible unemployment be midnight - unless you specify o	mefits. Please be specific and avoid therwise.)
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SF 52 (ETForms 4.4) Rev. 7/51 U.S. Office of Personnel Manage FFM Supp. 296-33, Subch. 3

SRO Approval

REQUEST FOR PERSONNEL ACTION

1. Actions Requested	Administratively De	etermined Appointme	nt			2. Request Number IQ-2017-058		
3. For Additional Information	Call (Name and Telephone	Number)		Local Trac	-	,	4. Propos	ed Effective Date 3/05/2017
5. Action Requested By 77. Michael Flynn Acting De	Mullell R.	175/17	6. Action A E. Scott P		ministr a	ST	Zu	Conce Detel
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5-E. Code 5-F. Legal Auth	ority	·	6-E. Code	6-F. Legs	il Authority			
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(Note to Supervisor	rs: Do you know of add if "YES", please state	itional or conflicting re these facts on a sepa	easons for the emi rate sheet and at	ployee's resignation/red tach to SF 52.)	lrement?	YES	NO
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Message Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP From: (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY] Sent: 4/14/2018 8:53:42 PM Vizian, Donna [Vizian.Donna@epa.gov] To: CC: Munoz, Charles [munoz.charles@epa.gov]; Leopold, Matt [Leopold.Matt@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]; Wilcox, Jahan [wilcox.jahan@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov] Re: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively Determined Positions Subject: We may want to add what? Ryan Jackson Chief of Staff U.S. EPA 202-564-6999 > On Apr 13, 2018, at 9:23 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote: > I think it is fine. We may want to add that without reflecting title, position changes and increasing responsibility it gives an incomplete picture. >> On Apr 13, 2018, at 6:48 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote: >> >> So these folks can't even provide me an unredacted copy of this. However, I may not need it. >> >> I guess I know who they are: >> >> Employee A is Sarah Greenwalt >> Employee B is Millan Hupp >> Employee C is Forrest McMurray >> Employee D is Liz Bowman >> Employee E is Kevin Chmeileiski >> Employee F is Brittany Bolen (who has since received a promotion and raise) >> My inclination is to say -- These salary determinations for political appointees were made by the agency chief of staff, White House liaison, and agency human resources staff based on either new and additional responsibilities or promotions. The salaries involved were meant to correspond directly The salaries involved were meant to correspond directly with the responsibilities the individual held and to attempt to ensure no salary disparities among positions of equivalent or similar responsibilities with other political appointees as much as possible. As employees continue to work in the agency reaching one year milestones and or continue to take on new responsibilities, we will further evaluate their salaries to ensure the employees compensation is commensurate with their hours, seniority, and work. >> >> What do you think? Donna, is that an appropriate agency response? >> >> >>

>> Cc: Trefry, John <Trefry.John@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>; Christensen, Kevin <Christensen.Kevin@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Larsen, Alan <Larsen.Alan@epa.gov> >> Subject: Re: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively

>> On Apr 13, 2018, at 6:29 PM, Jackson, Ryan <jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>> wrote:

>> From: Elkins, Arthur

Determined Positions

>> Sent from my iPhone

>> From: Trefry, John

>> We will provide on Monday.

>>

>>

>>

>>

>> Sent: Friday, April 13, 2018 6:31 PM
>> To: Jackson, Ryan <jackson.ryan@epa.gov>

>> Sent: Friday, April 13, 2018 5:35 PM

>> May I get an unredacted copy so I can best respond?

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>> To: Jackson, Ryan <jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>>
>> Cc: Elkins, Arthur <Elkins.Arthur@epa.gov<mailto:Elkins.Arthur@epa.gov>>; Sheehan, Charles</br><Sheehan.Charles@epa.gov<mailto:Sheehan.Charles@epa.gov>>; Christensen, Kevin
<Christensen.Kevin@epa.gov<mailto:Christensen.Kevin@epa.gov>>
>> Subject: FW: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively
Determined Positions
>> Ryan Jackson,
>>
>> Please see the below e-mail that was sent to you and others on April 11 at 3:44 PM.
>>
>> Than You
>> John Trefry
>> Director, Forensic Audits
>> From: Trefry, John
>> Sent: Wednesday, April 11, 2018 3:44 PM
>> To: Pruitt, Scott <Pruitt.Scott@epa.gov<mailto:Pruitt.Scott@epa.gov>>; Jackson, Ryan
<jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>>; Minoli, Kevin
<Minoli.Kevin@epa.gov<mailto:Minoli.Kevin@epa.gov>>; Leopold, Matt
<Leopold.Matt@epa.gov<mailto:Leopold.Matt@epa.gov>>; Lyons, Troy
<lyons.troy@epa.gov<mailto:lyons.troy@epa.gov>>; Vizian, Donna
<Vizian.Donna@epa.gov<mailto:Vizian.Donna@epa.gov>>
>> Subject: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively
Determined Positions
>>
>> Attached is a Draft Report titled: Management Alert: Salary Increases for Certain Administratively
Determined Positions (Project No. OA&E-FY-18-0085) which identifies certain factual information related
to our ongoing audit of Administratively Determined Positions.
>>
>> Please review the attached draft report.
>>
>> We do not distribute draft reports to the general public; therefore, you are not authorized to
distribute or disclose this information or its contents outside your organization, except to your staff
for review and comment.
>> If you have and questions, please contact me at (202) 566-2474.
>>
>> John Trefry, CPA, CFE, MPA
>> US Environmental Protection Agency
>> Office of the Inspector General
>> Office of Audit and Evaluations - Forensic Audits
>> Washington DC
>> 202-566-2474
>>
>> <Draft Management Alert Report OA&E_FY18_0085.pdf>
```

Ryan Jackson

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]

Sent: 4/14/2018 5:58:25 PM

To: Bowman, Liz [Bowman.Liz@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Munoz, Charles [munoz.charles@epa.gov]; Leopold, Matt

[Leopold.Matt@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]; Wilcox, Jahan

[wilcox.jahan@epa.gov]

Subject: Re: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively Determined Positions

No. It's 6 people handed in different ways.

```
Chief of Staff
U.S. EPA
202-564-6999
> On Apr 14, 2018, at 1:32 PM, Bowman, Liz <Bowman.Liz@epa.gov> wrote:
> Are these the only ADs? Or the only ADs that received a raise/switched to other things (schedule C or
SES).
> Sent from my iPhone
>> On Apr 14, 2018, at 9:21 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:
>>
>> Responses always depend on the audit. Sometimes we just correct data and statements. Here I think
what you put together is fine. I think I would also say that the reason for the change should be added
for context.
             Liz is a good example. When she started she was not the AA of OPA. It could just say
promotion to a position of more responsibility.
>>
>>> On Apr 13, 2018, at 9:55 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:
>>>
>>> But my question is, is this a usual and appropriate response from the agency to management alerts?
>>>
>>>
>>>
>>>
>>>
>>>
>>>
>>> Ryan Jackson
>>> Chief of Staff
>>> U.S. EPA
>>> 202-564-6999
>>>
>>>
>>> On Apr 13, 2018, at 9:24 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:
>>>>
>>>> Though I should add that that would identify the person
>>>>
>>>> On Apr 13, 2018, at 9:23 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:
>>>> I think it is fine. We may want to add that without reflecting title, position changes and
increasing responsibility it gives an incomplete picture.
>>>>
>>>> On Apr 13, 2018, at 6:48 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:
>>>>>
>>>>> So these folks can't even provide me an unredacted copy of this. However, I may not need it.
>>>>> I guess I know who they are:
>>>>>
>>>>> Employee A is Sarah Greenwalt
>>>>> Employee B is Millan Hupp
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>>>>> Employee C is Forrest McMurray
>>>>> Employee D is Liz Bowman
>>>>> Employee E is Kevin Chmeileiski
>>>>> Employee F is Brittany Bolen (who has since received a promotion and raise)
>>>>>
>>>>> My inclination is to say -- These salary determinations for political appointees were made by the
agency chief of staff, White House liaison, and agency human resources staff based on either new and
additional responsibilities or promotions. The salaries involved were meant to correspond directly with
the responsibilities the individual held and to attempt to ensure no salary disparities among positions
of equivalent or similar responsibilities with other political appointees as much as possible. As
employees continue to work in the agency reaching one year milestones and or continue to take on new
responsibilities, we will further evaluate their salaries to ensure the employees compensation is
commensurate with their hours, seniority, and work.
>>>>>
>>>>> What do you think?
                           Donna, is that an appropriate agency response?
>>>>>
>>>>>
>>>>>
>>>>> From: Elkins, Arthur
>>>>> Sent: Friday, April 13, 2018 6:31 PM
>>>>> To: Jackson, Ryan <jackson.ryan@epa.gov>
>>>>> Cc: Trefry, John <Trefry.John@epa.gov>; Sheehan, Charles <Sheehan.Charles@epa.gov>; Christensen,
Kevin <Christensen.Kevin@epa.gov>; Levine, Scott <Levine.Scott@epa.gov>; Larsen, Alan
<Larsen.Alan@epa.gov>
>>>>> Subject: Re: Draft OIG Report titled: Management Alert: Salary Increases for Certain
Administratively Determined Positions
>>>>> We will provide on Monday.
>>>>>
>>>>> Sent from my iPhone
>>>>>
>>>>> On Apr 13, 2018, at 6:29 PM, Jackson, Ryan <jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>>
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>>>>> From: Trefry, John
>>>>> Sent: Friday, April 13, 2018 5:35 PM
>>>>> To: Jackson, Ryan <jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>>
>>>>> Cc: Elkins, Arthur <Elkins.Arthur@epa.gov<mailto:Elkins.Arthur@epa.gov>>; Sheehan, Charles
<Sheehan.Charles@epa.gov<mailto:Sheehan.Charles@epa.gov>>; Christensen, Kevin
<Christensen.Kevin@epa.gov<mailto:Christensen.Kevin@epa.gov>>
>>>>> Subject: FW: Draft OIG Report titled: Management Alert: Salary Increases for Certain
Administratively Determined Positions
>>>>>
>>>>> Ryan Jackson,
>>>>>
>>>>> Please see the below e-mail that was sent to you and others on April 11 at 3:44 PM.
>>>>>
>>>>> Than You
>>>>> John Trefry
>>>>> Director, Forensic Audits
>>>>>
>>>>> From: Trefry, John
>>>>> Sent: Wednesday, April 11, 2018 3:44 PM
>>>>> To: Pruitt, Scott <Pruitt.Scott@epa.gov<mailto:Pruitt.Scott@epa.gov>>; Jackson, Ryan
<jackson.ryan@epa.gov<mailto:jackson.ryan@epa.gov>>; Minoli, Kevin
<Minoli.Kevin@epa.gov<mailto:Minoli.Kevin@epa.gov>>; Leopold, Matt
<Leopold.Matt@epa.gov<mailto:Leopold.Matt@epa.gov>>; Lyons, Troy
<lyons.troy@epa.gov<mailto:lyons.troy@epa.gov>>; Vizian, Donna
<Vizian.Donna@epa.gov<mailto:Vizian.Donna@epa.gov>>
>>>>> Subject: Draft OIG Report titled: Management Alert: Salary Increases for Certain Administratively
Determined Positions
>>>>>
>>>> Attached is a Draft Report titled: Management Alert: Salary Increases for Certain Administratively Determined Positions (Project No. OA&E-FY-18-0085) which identifies certain factual information related
to our ongoing audit of Administratively Determined Positions.
>>>>>
>>>>> Please review the attached draft report.
>>>>>
>>>>> We do not distribute draft reports to the general public; therefore, you are not authorized to
distribute or disclose this information or its contents outside your organization, except to your staff
for review and comment.
>>>>>
>>>>> If you have and questions, please contact me at (202) 566-2474.
>>>>>
>>>>> John Trefry, CPA, CFE, MPA
>>>>> US Environmental Protection Agency
>>>>> Office of the Inspector General
```



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

THE INSPECTOR GENERAL

April 11, 2018

MEMORANDUM

SUBJECT: Draft Report:

Management Alert: Salary Increases for Certain Administratively Determined Positions

Project No. OA&E-FY18-0085

FROM: Arthur A. Elkins Jr. Allus J. Flex

TO: E. Scott Pruitt, Administrator

As you know, the Office of Inspector General is conducting an audit of the Office of the Administrator's (present and prior administrations) use of administratively determined (AD) positions. Our objective is to determine how the agency has used its authority under the Safe Drinking Water Act to fill up to 30 AD positions. The purpose of this management alert is to notify you of certain factual information while our audit continues.

This management alert was not performed in accordance with generally accepted government auditing standards and does not present any conclusions or recommendations.

A Request for Personnel Action, Standard Form 52 (SF-52), is used to request some types of personnel activity. Supervisors and managers use the SF-52 to request position actions, such as the establishment of a new position or the reclassification of an existing position and reassignment of an employee to the reclassified position. The manager who requested the action is identified by signature in Box 5, and the supervisor authorizing the action is identified by signature in Box 6. For actions requiring a position change, the details of the requested changes (such as salary) are noted in Boxes 7-14 and 15-22.

A *Notification of Personnel Action*, Standard Form 50 (SF-50), is written documentation of a personnel action taken affecting position or pay. All SF-50s must be supported by an accompanying SF-52. The Nature of Action, Block 5-B, indicates the action being taken. The details of any change in position title, pay plan, pay grade or total salary are identified in Blocks 7-14 and 15-22.

We examined the personnel files for certain employees who occupied AD positions. Of the files examined, we identified six employees whose files contained at least three SF-52s and the corresponding SF-50s. The attached documents (Appendices A through F) identify that for these six employees, three of the original SF-52s were signed and requested (Box 5) by the Chief of Staff (Appendices A through C) and three of the original SF-52s were signed and requested by the acting Deputy Administrator (Appendices D through F). The authorizations for three of these original actions were personally signed (Box 6) by the Administrator (Appendices A, B and F); the other three authorizations were signed by the Chief of Staff "for Scott Pruitt" (Appendices C through E). The

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remaining 12 SF-52s for these employees were signed and requested by the Chief of Staff and authorized by the Chief of Staff "for Scott Pruitt" (Appendices A through F).

Three employees who were originally hired under Safe Drinking Water Act authority (AD positions) were converted to Schedule C positions and then later converted back to AD positions (Appendices A through C). Five of these six actions were accompanied with salary increases, as shown in Table 1 (Employees A through C). In one case, the total salary increased \$66,244, or 67.6 percent (Employee A). In another case, the total salary increased \$48,080, or 72.3 percent (Employee B).

Table 1: Employees converted back to AD positions

		Original AD appointment	Schedule C	Final AD appointment	Total increase	
	Date	3/8/2017	7/9/2017	4/1/2018		
Employee A	Salary	\$97,956	\$107,435	\$164,200	67.6%	
	Increase		9.7%	52.8%		
	Date	3/13/2017	7/9/2017	4/1/2018		
Employee B	Salary	\$66,510	\$86,460	\$114,590	72.3%	
	Increase		30.0%	32.5%		
	Date	5/7/2017	7/16/2017	2/18/2018		
Employee C	Salary	\$44,941	\$44,941	\$56,233	25.1%	
	Increase		0.0%	25.1%	w	

Source: OIG tabulation of agency SF-50 information.

The other three employees were converted from AD positions to Schedule C and then noncareer Senior Executive Service (SES) positions (Appendices D through F). None of the three included raises when converting from AD positions to Schedule C positions. However, all included raises when converting to noncareer SES positions (Appendices D through F). In one case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$31,208, or 23.9 percent (Employee D). In another case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$24,245, or 20.9 percent (Employee E). The conversion from Schedule C to noncareer SES for the remaining employee included a salary increase of \$2,363, or 1.6 percent (Employee F). Details are in Table 2.

Table 2: Employees converted from AD positions to Schedule C and noncareer SES positions

				Noncomer SES Approximent	Total increase	
	Date	3/26/2017	5/14/2017	8/13/2017		
Employee D	Salary	Salary \$130,692		\$161,900	23.9%	
	increase		0.0%	23.9%		
	Date	4/23/2017	5/14/2017	7/16/2017		
Employee E	Salary	\$115,755	\$115,755	\$140,000	20.9%	
	increase		0.0%	20.9%		
	Date	3/26/2017	5/14/2017	7/16/2017		
Employee F	Salary	\$149,337	\$149,337	\$151,700	1.6%	
	Increase		0.0%	1:6%		

Source: OIG tabulation of agency SF-50 information.

We have requested from the agency any documentation indicating modifications to the salary of any of the employees subsequent to the personnel actions noted above. However, as of April 11, 2018, we have only been provided SF-52 information indicating that Employee E resigned, which was provided on April 9, 2018.

In addition to the information above, we have currently identified one other employee with personnel actions documenting direct involvement by the Administrator. Table 3 provides details on an employee who started with the agency in an AD position and 6 months later had his title changed with a 26.7 percent pay increase while staying in an AD position. Both SF-52s were authorized by the personal signature of the Administrator.

Table 3: Employee job title conversion within AD position

	Employee G	
Action	AD Appointment	AD Appointment
Date	3/13/2017	9/03/2017
Salary	\$79,720	\$100,981
Increase		26.7%

Source: OIG tabulation of agency SF-50 information.

Optional Action

You are not required to provide a written response to this management alert. The OIG intends to finalize this report by April 16, 2018, transmitting it to you and making it public. We are providing you the opportunity to respond to this management alert. If you desire to provide comments, please respond by noon, April 13, 2018. We reserve the right to modify our management alert in light of your response. Please email both an Adobe PDF and Microsoft Word version of your response to trefry.john@epa.gov.

If you or your staff have any questions regarding this report, please contact John Trefry, Director, Forensic Audits, at (202) 566-2474 or trefry.john@epa.gov; or Jean Bloom, Project Manager, at (617) 918-1475 or bloom.jean@epa.gov.

Attachments

CC: Donna Vizian, Principal Deputy Assistant Administrator, OARM Ryan Jackson, Chief of Staff
Kevin Minoli, Deputy General Counsel
Matthew Leopold, General Counsel
Troy Lyons, Associate Administrator, OCIR

Appendix A: Employee A

1. Name (Las	st, First,	Middle)			2. Social Security Number		3. Date of Birth		4. Effective Date				
											03/08/2	2017	
FIRST A	CTIO	N				SECO	ND ACT	ION					
5-A. Code 170		5-B. Nature of Action EXC APPT				6-A. Ce	de	6-B. N	ature of Action				
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190				6C. Co	de	6-D. I	egal Authority				
5-E. Code		5-F. Legal Authority				6-Е. Сос	le	6-F. L	egal Authority				
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14. Name and	d Locatio	on of Position's Organiz	zation						ion's Organizatio	n			
EMPLOYEE DATA 23. Veterans Preference						OFFICE OF THE ADMINISTRATOR WASHINGTON,DC							
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1		tment or Agency IENTAL PROTECT	rio			50. Signature/Authentication and Title of Approving Official 170593962 / ELECTRONICALLY SIGNED BY:							
47. Agency C	Code	48. Personnel Office ID)	49. Approva	I Date		NNE L. ROI						
EP00		3216		03/08/2017	7	ACTG	DIR, EXEC	RESO	URCES DIV, C	HR			



SF \$2 (ETForms 4.4) Rev. 7/91 U.S. Office of Personnel Management SRO Approval

REQUEST FOR PERSONNEL ACTION

John E Reeder

1. Actions	Requester	J Adı	ministrative	ly Determi	ned App	ointment	:				2. R	2. Request Number IO-2017-057			
3. For Add	itional Info	ormation Call /	Name and Tel	ephone Numb	er)			Local Tra	cking No:		4. P	roposed El	ffective Date i/2017		
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(Note to Superviso		dditional or conflicting n te these facts on a sepa		okoyee's resignation/retirement? ach to SF 52.)	YES	MO NO
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	-	IENTAL PROTEC	CTIO			171236831 / ELECTRONICALLY SIGNED BY:								
47. Agency	Code	48. Personnel Office	ID	49. Approva	ıl Date	BENJA	AMIN H. PE	EABOD	Y					
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SF 52 (E Forms 4.4) SRO Approval Ren. 7/91 U.S. Office of Personnel Management FPM Supp. 295-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested Conversion to Schedule C Appt. 2. Request Number IO-2017-111 3. For Additional Information Call/ ind Telephone Number) Local Tracking No: 4. Proposed Effective Date 5. Action Requested By ///pped Name and Reducet Date 5. Action Authorized By (Typed Na Ryan T. Jackson Chief of Staff E. Scott Pruitt / Administrated 2. Social Security Number 1. Name 3. Sate dicinth 4. Effective Date 6-8. Nature of Action 6-A. Code 6-C. Code 6-D. Legal Authority mau-l 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number k Opc. Code 10. Grade or Level 11. Step or 12. Total Salary 13. Pay Basis 16. Pay Plan H7. Occ. Code 18. Grece or Level 19. Step or 20. Total SalanviAward 21. Pay Basis \$107,435.00 ďA · GS 0301 13 . 05 PA OZWI 00 CO 200. Other Pey 128. Locality Adl. 12C. Adl. Besic Pev 12D. Other Pey XXA. Bask: Per 206. Locetty Adj. 20C. Adj. Besk: Pay 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization AUXXXXXX - USEPA, Office of the Administrator Immediate Office Washington, DC 20460 23. Veternna Preference 24. Tenure 25. Agency Use 26. Veterana Preference 2 - Conditional 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other YES NO RIF 27. FEGLI 28. Annuitant Indicator 29. Pay Rate Determinant 30. Retirement Plan 31. Service Comp. Date 32, Work Schedule 33. Part Time Hours Per (Leave) **Shroo**kly Pay Pariod 34. Position Occupied 35. FLSA Category 36. Appropriation Code 37. Bargeining Unit Status 1 - Competitive Service 3 - SES General 17/18 B 11A ZZZME8 38. Duty Station Code 39. Duty Station 11.0010-001 Washington, DC 20460 40. Agency Date 41. 47 43. 45. Educational Level 46. Year Degree Attained | 47. Academic Discipline 48. Functional Class 49. Citizenship 50. Veterans Status 51. Supervisory Status 1-USA 6 00k 1. Office/Function Initiale/Signature Date Office/Function Inhlele/Skineture Date 07-11-1 8. **≅**. C. F. 2. Approval: I certify that the information entered on this form is accurate and that the Signature Approval Date proposed action is in compliance with statutory and requisitory requirements. 07-11-1 sons Prior to 7/91. Are Not Useble After 6/30/93 NSN 7540-01-333-8239 CONTINUED ON NEXT PAGE

Note to Supervisors: Do you know of additional or conflict if "YES", please state these facts on a			irement?	ES NO
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Signed:, DEO				•
PART E - Employee Resignation/Retirement	Privacy Act	Statement		* * * * * * * * * * * * * * * * * * *
ou are requested to furnish a specific reason for your resignation or rewarding address. Your resign may be considered in any future de- employment in the Federal service and may also be used to deter nemployment compensation benefits. Your forwarding address will but object of any documents you should have or any pay or compen- nition. In information is requested under authority of sections 301, 3301, and 3301 authorize OPM and agencies to issue	ecision regarding your mine your eligibility for be used primarily to meil sation to which you are and 8508 of title 5, U.S.	section 8506 required ag service to the Secretary of unamployment compension. The furnishing of this info your not receiving: (1) you	nt of individuals in the Federal se- encies to furnish the specific reas of Labor or a State agency in con- ation programs. Immation is voluntary; however, fai our copies of those documents you and (3) any unemployment compe-	on for termination of Federal section with administration of lure to provide it may result in should have: (2) new or other
Reasons for Resignation/Retirement (NOTE: Your reason generalizations. Your resignation/retirement is effective	ns are used in determinate the end of the day -	ning possible unemploys midnight - unless you s	ment benefits. Please be spe pecify otherwise.)	cific and avoid
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Effective Date 3. Your Signature ART F - Remarks for SF 50	4. Date Signed	5. Forwarding Add	ress (Number, Street, City, S	itate, ZIP Code)
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46. Employing Dep EP - ENVIRON	rtment or Agency MENTAL PROTECT	TIO			50. Signature/Authentication and Title of Approving Official 180569123 / ELECTRONICALLY SIGNED BY:							
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Automoral Standard Form 5 U.S. Office of Personnel Management PPA Science 200 11 Sept. 1

52-118

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also comp	lete Part B, Items 1, 7-22,	12, 13, 36 and	(39.)	12.1	Leggest Number			
Aetion Requested AD Appointment 3. For Additional Information Call (Name and Telephone Number)					AO-2018-015 4. Proposed Effective Date			
		<i>-</i> 2	-		ASAP			
5. Action Requested by (T) yed Name, Title, Signatu Ryan T. Jackson, Chief of State	re, and request (vale) 21a1i X	Kersy	Approximate	aya, sisa, signisare. Latteritat	3	K/18		
PART B - For Preparation of SF 50 (Us 1 Name (Last Fibra kliddie)	e only codes in FPM Suppl	etigni 592 i j	Show of dates	in month-tay-ye	ar order)			
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5-C. Code 5-D. Legal Authority	6-C. Code 6-D. Legal Authority							
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PART C - Reviews and Approvals /No. 1. Office/Function tuitials/Sign			Function	initials/Sign		Date		
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c.		1						
Approval: I certify that the information entered a the proposed action is in compliance with statutes		Signature				Approval Date		
CONTINUED ON REVERSE	(VER						

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

- NAME:
- WORK PHONE:
- WORK EMAIL:
 @epa.gov
- PLACE OF BIRTH:

Resume Attached

CURRENT POSITION

- * APPT TYPE (Schedule C, NC-SES, XS, AD): Schedule C 13/5
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE:
- Is position being backfilled (Y/N/TBD): N

PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD 15/10
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE:
- JOB DESCRIPTION: PDF attached

80-3013-015



<u>MEMORANDUM</u>

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF THE ADMINISTRATION

SUBJECT:	Salary Justification for
FROM:	Ryan Jackson, Chief of Staff
TO:	Donna Vizian, Acting Assistant Administrator
	Office of Administration and Resources Management
since she beg	will serve as a salary justification for
Ryan Jackson Chief of Sunt 3/09/2018	



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY WASHINGTON, D.C. 20460

THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority	vested in me under l	P.L. 95-190,	I hereby a	authorize the
appointment of	to serve as			
will be compensated	at the rate of \$164, 2	200 per annu	ım.	
	E. Scott Pru		5.0	12.15-

Appendix B: Employee B

Seasdard Form S8 Rev. 798 U.S. Office of Personnel Management FPM Supp. 286–33, Sobelt. 4

1. Name (Last, First,	Middie)				2. Socis	d Security N	umber	3. Date of Sir	th	4. Effective	Date	
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SF 52 (E*Form# 4.4) SRO Approval Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 205-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested 2. Request Number Administratively Determined Appointment 10-2017-056 3. For Additional Information Call (Name and Telephong Number) Local Tracking No: 4. Proposed Effective Date 03/05/2017 5. Action Requested By (7)pa 6. Action Authorized By ///pad igani karangan dan k E. Scott Pruitt / Administrator Michael Flyan Acting Deputy 1. Name 2. Social Security Number 3. Date of Birth 4. Effective Date 03-13-19 5-A. Code 6-A. Code | 6-B. Nature of Action 6-C. Code | 6-D. Legal Authority 5-F. Legal Authority 6-E. Code 6-F. Legal Authority 7. FROM: Poeltion Title and Number 15. TO: Poellion Title and Number S. Occ. Code 10. Grade or Level 11. Step or 2 Total Selary 13. Pev Back 16. Pay Plan 17. Occ. Code H& Crecis or Leve 21. Per Book 18 W/V AD 0301 00 00 SID PA 12A. Basic Pay 20A. Beek: Per 12B. Locelity Adj. 120. Other Pay 20C Adj Rasic Pay 12C. Adi. Besic Pev 208. Locality Adj. 22. Name and Location of Position's Organization
A0000000 - USEPA, Office of the Administrator 14. Name and Location of Position's Organization Immediate Office Washington, DC 20460 23. Veterara Preference 25. Agency Use - None 3 - 10-Print/Disputity O - Mone 2 - Conditional YES X NO RIF 27. FEGU 28. Annuitaint Indicator 29. Pay Rate Determinant A 32. Week Schedule 33. Parl Time Hours Per 31. Service Comp. Dete 35. FISA Cetegory 36. Appropriation Code 17/18 B-11A ZZZME8 1-0010-001 39. Duty Station Washington, DC 20460 40. Agency Date 42 43. 45. Educational Level 46 Year Decree Attenver 47. Acedemic Discipline 49. Citizenship 48, Functional Class 50. Veterana Status 51. Supervisory Status 45100 1 - USA 8 - Other 1. Office/Function Initials/Signature Date Office/Function Initials/Signature Date 08.06.1 E. 2. Approval: | certify that the information entered on this form is accurate and that the Approval Date 23-86-17 Signature proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE

forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled. The furnishing of this information is voluntary; however, failure your not receiving: (1) your copies of those documents you should not requested under authority of sections 301, 3301, and 8508 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to leave regulations section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires agencies to furnish the specific reason is section 8508 requires ag					
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	If "YES", please state these fa	acts on a separate sheet and ati	ech to SF 52.)	L YES	INO
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QCIE 48	50 Required _e				
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* ***					
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you copies of any do				•	*
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Code. Sections 301	and 3301 authorize OPM and agencia	es to leave regulations	may be entitled.	ngoynean compensation beiser	itis so writeri you
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Standard Form St Str., 794 U.S. Office of Personnel Management FPM Supp. 286–33, Sobelt. 4

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SF 52 (E*Forms 4.4) SRO Approval Rev. 7/91 U.S. Office of Personnel Management John E Reeder REQUEST FOR PERSONNEL ACTION FPM Supp. 296-33, Subch. 3 마음 하시다. (Also complete Part B. Rems 1, 7-22, 32, 33, 36 and 39.) 2. Request Number 1. Actions Requested Conversion to Schedule C. Appt. 10-2017-109 4. Proposed Effective Date 3. For Additional Information Call Alemp and Telephone Number) Local Tracking Xo: 5. Action Requested By (1)ped Name, 6. Action Authorized By E. Scott Pruitt / Administrato Ryan T. Jackson Chief of Staff only codes in FPM Supplement 292-1. Show all dates in modifi ective Date 1. Name 2. Social Security Number SECOND ACTION 5B. Nature of Action
ON To Ex 6-A. Code | 6-B. Nature of Action 70 6-C. Code | 6-D. Legal Authority 6-E. Code 6-F, Legal Authority E. Code 0110511 15. TO: Position Title and Number 7. FROM: Position Title and Number 20 Total Salary/Aword 21 Pay Basis 13. Pay Basis 16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or 8. Pay Plan Occ. Code 2. Total Salsn \$66,510.00 GS 0301 11 10 \$86,460.00 PA 0301 00 00 AD 20C. Adj. Basic Pay 200 Other Pay 12A. Basic Pay 128. Locality Adj. 12C. Adj. Basic Pay 12D. Other Pay 20A, Basic Pay 208. Locality Adj. Name and Location of Position's Organization 14. Name and Location of Position's Organization A0000000 - USEPA, Office of the Administrator A0000000 - USEPA, Office of the Administrator Immediate Office Immediate Office Washington, DC 20460 Washington, DC 20460 enure [25. Agency Use 26. Veterans Preference 24. Tenure 2 - Conditional YES MAR FIF 3 - 10-Point/Disability O - None 5 - 10-Point/Other 6 - 10-Point/Como 28. Annuitant Indicator 29. Pay Rate 27. FEGU Determinant 33. Part Time Hours Per 32. Work Schedule 30. Retirement Plan 31. Service Comp. Date Siweekly (mayes) Pay Period 87. Bargaining Unit Status 34. Position Occupied
1 - Competitive Service 35. FLSA Category 36. Appropriation Code 3 - SES General 8५% 17/18 B 11A ZZZME8 38. Duty Station Code 39. Duty Station 11-0010-001 Washington, DC 20460 41 42. 40. Agency Data 43. 50. Veterans Status 51. Supervisory Status 49. Citizenship 45. Educational Level 46. Year Degree Attained 47. Academic Discipline 48. Functional Class t - USA 8 - Othe (Not to be used by requesting office.) Initials/Signature Office/Function Date 1. Office/Function Initials/Signature Date 07-13-A. €. 8. ¢ C. Approval Date 2. Approval: I certify that the information entered on this form is accurate and that the Signature proposed action is in compliance with statutory and regulatory requirements. 07-13 CONTINUED ON NEXT PAGE NSN 7540-01-333-6239

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(Note to Supervisors: Do you know of additional or conflicting reasons for the emp	Acyae's resignation/retirement?
If "YES", please state these facts on a separate sheet and atta	
OGE 450 Not Required	
OGE 450 Not Required	
OGE 450 Required	
Signed:DEO	
Privacy Act You are requested to furnish a specific reason for your resignation or retirement and a	Statement with regard to employment of individuals in the Federal service and their records, while
towarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail	section 8506 requires agencies to furnish the specific baseon for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.
you copies of any documents you should have or any pay or compensation to which you are entitled.	The furnishing of this information is voluntary; however, failure to provide it may result in
This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S.	your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you
Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations	may be entitled.
1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determin	ning possible unemployment benefits. Please be specific and avoid
generalizations. Your resignation/retirement is effective at the end of the day -	
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	46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO				38. Signature/Authentication and Title of Approving Official 180569043 / ELECTRONICALLY SIGNED BY:								
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52-118

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also comp. 1. Action Requested AD Appointment 3. For Additional Information Call (Name and Telepo		2, 33, 36 and 39.		2. Request Number AO-2D18-014 4. Proposed Effective Date ASAP				
S. Action Requested By Typed Name Title, Signant Ryan T. Jackson, Chief of Staff PART H. For Freparation of SF 50 (Us 1. Name Last, First, Middle)	3/9/18	K.	Seniodador Nati dates in month	mature, and forcurrence Date HA A 35 8 day-year order) 4. Effective Date				
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S-C Code S-D Legal Authority S-E Code S-F Legal Authority			D Legal Authority Legal Authority					
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40. AGENCY DATA 41. 45. EDUCATIONAL LEVEL 46 YR DEGREE ATTAINED PART C - Reviews and Approvals (Not				© Vietneen Era Vet 91 SUPERVISORY STATUS				
1. Office Function Initials/Sign A.	ature Date	Office/Func D.	tion Initia	dsSignature Date				
H.		F.						
Approval: 1 certify that the information entered of the proposed action is in compliance with statuto	in this form is accurate and that ry and regulatory requirements.	Signature		Approval Date				

ED_002324A_00006472-00024

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

• NAME:

WORK PHONE:

WORK EMAIL: @epa.gov

PLACE OF BIRTH:

Resume Attached

CURRENT POSITION

* APPT TYPE (Schedule C, NC-SES, XS, AD): SKC

OFFICE: AO

SUBOFFICE:

POSITION TITLE:

Is position being backfilled (Y/N/TBD): TBD

PROPOSED NEW POSITION

* APPT TYPE (Schedule C, NC-SES, XS, AD): AD GS 14-1 (\$114,590)

OFFICE: AO

SUBOFFICE:

* POSITION TITLE:

JOB DESCRIPTION: PDF Attached

80-2013-014



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF THE ADMINISTRATOR

<u>MEMORANDUM</u>

Salary Justification for SUBJECT:

Ryan Jackson, Chief of Staff FROM:

Donna Vizian, Acting Assistant Administrator T():

Office of Administration and Resources Management

I'm approving the appointment of This memo will serve as a salary justification for at a salary equivalent to a Grade 14. Step I in the D.C. region

and is well respected throughout the agency. She has shown unparalleled work-ethic and organizational skills since she began, Based on the reason's listed will have an immediate, positive impact on one of the agency's most above, I believe that important attice's and that her compensation should reflect her value to the agency.

Ryan Jagkson

Chief of Stat

3/09/2018



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the appointment of to serve as

will be compensated at the rate of \$114,590 per annum.

M /44/~//

Administrator

Appendix C: Employee C

1. Name (Last, First,	Middle)	000000000000000000000000000000000000000	000000000000000000000000000000000000000	2. Social Sec	curity Number	3. Date of Birth		4. Effective 05/07/2		000000000000000000000000000000000000000
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5-C. Code ZLM	5-D. Legal Authority P.L. 95-190			6-C. Code	6-D.	Legal Authority				
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FPPS 5/8/

Ect:

SRO Approval Raw. 7/61 U.S. Office of Personnel Management FPM Supp. 266-33, Suboh. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 2. Request Number 1. Actions Requested Administratively Determined Appointment IO-2017-088 4. Proposed Effective Cate 3. For Additional Information Call / Name and Telephone Number) Local Tracking No: 05/08/2012 & Concumence h 8. Action Authorized By 5. Action Requested By (7)pled Nem E. Scott Pruitt, Administrator Ryan T. Jackson, Chief of Str 2. Social Security Number 3. Date of Birth. 1. Name 8-A, Code 6-8, Nature of Action 6-C. Code | 6-D. Legal Authority 6-E. Code 6-F. Legal Authority 5-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 13. Pay Basia 16. Pay Plan | 17. Oct. Code | 18. Grade or Level | 19. Shap or 20. Total Salary/Award 21. Pay Ses B. Coc. Code 10. Grade or Level 11. Step or 12. Total Salary \$44,941.00 PA AD 0301 00 20D. Other Per 2C. Adj. Beeic Pay 20C. Adj. Besic Pay 12A Basic Pay 128. Locelly Adj. 120. Other Pay 20A. Basic Pay 208. Locality Adj. 22. Name and Location of Position's Organization
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	additional or conflicting reasons for the em sie these facts on a separate sheet and at		YES NO
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OGE 450 Required			
Signed:	, DEO		
	Privacy Act	Statement	
You are requested to furnish a specific reason forwarding address. Your reason may be controlled to the rederal service and may unemployment compensation benefits. Your figure copies of any documents you should have entitled. This information is requested under authority (Code. Sections 301 and 3301 authorize OPM)	of for your resignation or retirement and a sidered in any future decision regarding your y also be used to determine your sligibility for forwarding address will be used primarily to mail to or any pay or compensation to which you are of sections 301, 3301, and 8508 of title 5, U.S.	with regard to employment of individuals in the section 8506 requires agencies to furnish the service to the Secretary of Labor or a State s	a specific reason for termination of Federal agency in connection with administration of y; however, failure to provide it may result in ocuments you should have; (2) pay or other
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SF 52 (E Forms 4.4) SP bz (n. 7-24) Rev. 7/91 U.S. Office of Personnel Menagement FPM Supp. 296-33, Subds. 3 SRO Approval John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested Conversion to Schedule C Appt. 2. Request Number 10-2017-113 3. For Additional information Call. (Name and Telephone Number) Local Tracking No: 4. Proposed Effective Date 5. Action Requested By //Juhad Navia, Tide, Synthities 6. Action Authorized By Ryan T. Jackson, Chief of Staff E. Scott Pruitt, Administrator 1. Name 3. Date of 2. Social Security Number 4. Effective Date 07-16-17 Neture of Action 6-A. Code 6-B. Nature of Action 6-C. Code 6-D. Legal Authority M E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 8. Pay Plan 9. Occ. Code 10. Grade or Level 11, Step or 12. Total Salen 13. Pay Basis 16. Pay Plen 117, Occ. Code 118. Grede or Level 119, Step or 20. Total Selecy/Award 21. Pay Basis *44 941 · 0301 DO OV GS .07 .01 \$44,941.00 PA 28. Locality Adj. 12C. Auf. Basic Pay 12D. Other Pay 20A. Basic Pay 208. Locality Adj. 20C. Adj. Basic Pay 200. Other Pay 14. Name and Location of Position's Organization 2. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office 23. Veterana Preference 24. Tenure 25. Agency Use 26. Veterans Preference 3 - 10-Point/Disability 2 - Conditional 5 - 10-Point/Other 0 - None 1 - None YES MORIF 28. Annuitent Indicator 29. Pay Rate Determinent 30. Retirement Plan 31. Service Comp. Dete 32. Work Schedule 33. Part Time Hours Per (Leave) Blweekly Pay Paylor 34. Position Occupied
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Assessmented Standard Form 52	
U.S. Office of Personnel Management	•
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REQUEST FOR PERSONNEL ACTION

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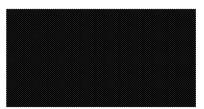
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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, DIG 20460

February 6, 2018



Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as Office of the Administrator. This position is in the Immediate Office of the Administrator: Washington, DC.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$56,233 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service: (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

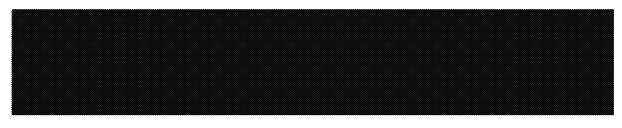
▶ Your annual salary will increase to the amount of \$56,233:

➤ Your immediate supervisor will be

Office of the Administrator; your second level supervisor will be Ryan Jackson. Chief of Staff to the Administrator; and

▶ You will continue to work a full-time schedule.

Benefits



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We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on

Sincerely

Executive Resources Staff Office of Human Resources



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the n the Office of Administrator. Appointment of will be compensated at the rate of \$61,926.00 per annum. \$56,233.⁵⁰ now

Appendix D: Employee D

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FAPS 3/27/17

SF 52 (ETForms 4.4) Rev. 7/91 U.S. Office of Personnel Management FPNS Supp. 290-33, Subch. 3

SRO Approval
REQUEST FOR PERSONNEL ACTION

John E Reeder

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47. Agency Code EP00	48. Personnel Office ID 3216		49. Approva	Approval Date BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR									



SF 52 (E*Forms 4.4) Rev. 7/01 SRO Approval John E Reeder U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3 REQUEST FOR PERSONNEL ACTION 2. Request Number 1. Actions Requested Schedule C Appointment OPA-2017-010 Common 10 4. Proposed Effective Date 3. For Additional Information Call. Mame and Telephone Number) Local Tracking No: A\$AP (HR-5. Action Requested By (7)pof Name. 6. Action Authorized By E. Scott Pruitt, Administrator, EPA Ryan T. Jackson Chief of Staff 2. Social Security Number 3. Date of Sin 1. Name. 6-A. Code 6-B. Nature of Action Nature of Action 6-C. Code 6-D. Legal Authority 6-E. Code 6-F. Legal Authority 15. TO: Position Title and Number 7. FROM: Position Title and Number 13. Pay Basis 16. Pay Plan 117. Oct. Code 18, Grade or Level 19, Step or 21. Pay Basis 10. Grede or Level 11. Step or 12. Total Salan 9. Occ. Code P## 00 AD 0 GS 0301 6 COSON 200. Other Pay 12A. Besic Pay 20A. Besic Pey 20C. Adi. Basic Pay 12C. Adj. Basic Pay 120. Other Pay 20B. Locality Adj. 22. Name and Location of Position's Organization 14. Name and Location of Position's Organization A0G00000 - US EPA, Office of the Administrator, Office of Public Affairs 5004 -26. Veterens Preference 24. Térure 25. Agency Use 23. Veterans Preference 5 - 10-Point/Other 2 - Conditional YES | NO RIF 29. Pay Rete 27. FEGL Determinant 32. Work Schedule 33. Part Time Hours Per 30. Retirement Plan 31. Service Comp. Date Biweekly (Leave) Pay Paring 36. Appropriation Code 37. Bargeining Unit Status 34. Position Occupied 35. FLSA Category 8୫୫୫ 17/18 B 11H ZZZME8 18. Duty Station Code 39. Outy Station 17.0010-00 Washington, DC 20460 40. Agency Date 41. 42. 43. 44. 51. Supervisory Status 46. Year Degree Attained 47. Academic Discipline 49. Citizenship 50. Veterans Status 45. Educational Level 1 - USA 8 - Other Office/Function Initials/Signature Date Initials/Signature Dete 1. Office/Function 5-15. Approval Date 2. Approval: I certify that the information entered on this form is accurate and that the Signature proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE NSN 7540-01-333-6239

(Note to Supervisors: Do you kno If "YES", plea	ow of additional or conflict use state these facts on a			YES	NO
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(Note to Supervisors: Do you know of additional or conflicting reasons for the emp if "YES", please state these facts on a separate sheet and atta	oloyee's resignation/retirement? YES NO
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OGE 450 Required	
Signed: DEO	
Discouling	
You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail	with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.
you copies of any documents you should have or any pay or compensation to which entitled. This information is requested under authority of sections 301, 3301, and 8508 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations	The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.
 Reasons for Resignation/Retirement (NOTE: Your reasons are used in determin generalizations. Your resignation/retirement is effective at the end of the day - retirement. 	midnight - unless you specify otherwise.)
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4. Supervisor's Recommendation		ES	0301	00						
5. ORGANIZATIONAL TITLE OF POSITION (if any)	.6. NAME OF EMI	PLOVEE		***************************************						
7. ORGANIZATION (Give complete organizational breakdown)	e.				•••••					
BL U.S. ENVIRONMENTAL PROTECTION AGENCY	f.	£.								
h. Office of the Administrator	<u></u>									
C. Office of Public Affairs	h. Employing Of	Tice Location Wa	shington, DC	<u> </u>	***************************************					
4.	i. Organization C									
8. SUPERVISORY STATUS				***************************************	······································					
2 Supervisor or Manager. Position requires the exercise of supervisor for application of the General Schedule Supervisory Guide (GSSG) a position classification standards. 4 Supervisor. Position meets the definition of Supervisor in 5.U.S.C. GSSG. 5 Management Official. Position meets the definition of Managemen Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7163 6 Lead Position leads a team performing one-grade interval work and Grade Evaluation Guide (WLGEG) or is under a wage system and in directives of the applicable pay system. Team Leader. Position leads a team performing two-grade interval WLGEG. 8 All Other Positions. Position does not meet any of the above definited. SUPERVISORY CERTIFICATION 1 certify that this is an accurate state.	r similar standards for 2103(a)(10), but does not 065(a)(10). But does not 065(a)(10). But does not 150(a)(10). But does not 150(a)(10). But does not 150(a)(10). But does not 150(a)(10), but does not 150(a)(10), but does not 150(a)(10), but does not 150(a)(a)(a)(a)(a)(a)(a)(a)(a)(a)(a)(a)(a)(minimum supervitor the minim (193(a)(11), but documents for appequirements as speciments as a speciment	sory responsibile turn requirement as not meet the lication of Part ecified by those its for application gerial position.	lity specified into the for applicate GSSG definited for the Work property on of Part II of the American of Part II of the Americans of the III of the Americans of the III of III of the III of III of the III of II	in other tion of the tion of t Leader t corother f the					
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a. Typed Name and Title of Immediate Supervisor	d. Typed Name and Title of Second-Level Supervisor									
Ryan T. Jackson, Chief of Staff	·	E_Scott Pruitt, Administrator								
b. Signafure c. Date 3 10 17 10. OFFICIAL CLASSIFICATION CERTIFICATION: 1 certify that this p	c. Signature	Araded as required	12. Mines 30.8 c	A C. Date I	1/7					
standards published by the U.S.Office of Personnel Management or, if no published s a. Promotion Potential This position has no promotion potential — —4f position develops as p	andards apply discody of	nsisteanty with the a	sost applicable po	biished standar	<u> </u>					
promotion potential to g	adc:	e. FLSA Deteri		***************************************	••••					
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g. Bargaining b. Check, if applicable; Unit Code	i. Classifier's	Signature		j. Dat	e					
☐ Extramural Resources Management Duties (% of t	mc) . A	<i>[D]</i>		1/	1.					
11. KEMARKS		e en al estador de la companya della companya della companya de la companya della			31/1					
To Serve										
i PA Foon 3150-1 (Rev 8/2009) Previous Versions are Obsolete			***************************************							

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY	Print Date: 07/26/2017
POC: Phone:	Fax: (202) 564-9612
Request No: Request Type: APPOINTMENT	
Appointment Authority: NONCAREER	
Extension: No Duration: ES Pay Level: \$161,6	700 Temporary Allocation: No
Candidate:	
Position No: Title:	
Organization Name: OFFICE OF PUBLIC AFFAIRS	
Recruited From: SAME BÜREAU, SAME AGENCY GEO Loca	ation: WASHINGTON
Current Title:	
Proposed Title:	•
SES Endorsement Sta	tement
I endorse the above request made to the Office of Personnel A General position and certify that the candidate meets the pro- managerial qualifications for the position.	hanagement. I certify that the position is a
Agency/Dept. Head of B. Scott Pruitt, Adm: Signature:	Inistrator Date Signed: **フ/とつ//フ
Ugency White House	Liaison
Name: Charles Munoz	Phone: 202 504 3097 MUNOC Date Signed: 7/27/17
· U V OPM USE ONLY	
Check the appropriate Box	
Your request for a new noncareer appointment authority, reassignment or a pay level change is:	Approved Approved with Modification *
O Your request for a limited term emergency appointment authority for the duration of	Disapproved Return without Action Modification
Your request for temporary space allocation	*
Number of non-career allocations: Percent	of SES space allocation:%
OPM Approving Official:	Date Signed: <u>2/3// 7</u>
EMAIL: SERS@opm.gov	ATTENTION: Senior Executive Resource Services
Source: Office of Personnel Management	Report 1652, Version November 2008

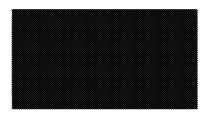


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT

AUG 1 0 2017



Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as This position is located in the Office of the Administrator, Office of Public Affairs, Immediate Office; Washington, DC. Your appointment to this position will be made effective August 13, 2017.

This position is a Non-Career Senior Executive Service (SES) position. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- Your annual salary will increase to the level of \$161,900;
- ➤ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be E. Scott Pruitt, Administrator
- You will continue to work a full-time schedule:
- ▶ You will earn 8 hours of annual leave per pay period and 4 hours of sick leave per pay period. A maximum of 720 hours of annual leave can be carried forward into next leave year; and there is no cap on accrued sick leave:
- You may be required to update your SF-278 Financial Disclosure form. Please contact to obtain additional information;
- Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

Benefits



We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on

Sincerely yours.

Office of Human Resources

Appendix E: Employee E

1. Name (I	Last, First,	Middle)				2. Soci	al Security N	umber 	3. Date	of Birth		4. Effective Date 04/23/2017		
												04/23/2	2017	
FIRST	ACTIC	N				SECC	ND ACT	ION						
5-A. Co	de	5-B. Nature of Action EXC APPT				6-A. Co	de	6-B. N	ature of A	Action				
5-C. Coo		5-D. Legal Authority P.L. 95-190				6-C. Co	de	6-D. I	Legal Aut	hority				
5-E. Co		5-F. Legal Authority				6-E. Coo	6-E. Code 6-F. Legal Authority							
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14. Name	and Locati	on of Position's Organiz	zation			22. Name	and Locatio	n of Posit	tion's Org	anization	n			
		Š				OFFIC	E OF THE INGTON,D	ADMIN:						
EMPL	OYEE I	DATA												
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1	2 - 5-Point	4 - 10-Point/Compensable	6 - 10	-Point/Compensable	/30%	3 1 - Permanent 3 - Indefinite				YES	YES X NO			
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	66. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						nature/Authe 5199 / ELEC				-	cial		
47. Agenc		T		49 Approval	Date					DIGHT	201.			
EP00	y Code 48. Personnel Office ID 49. Approval Date SUZANNE L. ROBERTS 3216 04/24/2017 ACTG DIR, EXEC RESOURCES DIV, OHR													

ECT:



SF 52 (E"Forms 4.4) SRO Approval Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested 2. Request Number **AD** Appointment 10-2017-083 Local Tracking Jkd 3. For Additional information Call. (Next # 27th Talephone Number) 4. Proposed Effective Date 04.13.17 5. Action Requested By /Typed Name_78 5. Action Authorized By E. Scott Pruitt, Administrafer Ryan T. Jackson, Chief of Staff 1. Name 3. Days of the 4. Effective Date Social Security Number 04-23-17 6-A. Code | 6-B. Nature of Action .Neture of Action 6-C. Code 6-D. Legal Authority 5-C. Code 5-F. Legal Authority 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 12. Total Salary 18. Grade or Level 19. Step or 20. Total Salary/Award B. Cox. Code 10. Grade or Level 11. Step or 17. Occ. Code 21. Pay Besis \$115,755.00 PA PA AD 0301 00 00 12A. Basic Pay 120. Other Pay 2C. Adj. Basic Pay 108. Locality Adj. XXC. Adj. Basic Pay 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office 23. Veteraria Professaria Nore 3 - 10 Point/Dissability S. Solini 4 - 10 Dobrit/Consume 24. Tenure 25. Agency Use 26. Veterona Preferenc 2 - Conditional YES TALK PUF 5 - 10-Point/Other 0 - None 28: Armultant Indicator 29, Pay Rate 1 Determinant 0 33. Parl Time Hours Per 32. Work Schedule 31. Service Comp. Date OO BANGOKIY Paw Parin 34. Position Occupied

1 - Competitive Service 38. Appropriation Code 37. Bergelning Unit Status 3 - SES General 1718 B 11A ZZZME8 38. Duty Station Code 9. Duty Station 11-0010-001 Washington, DC 40. Agency Date 42 43. 41. 45. Educational Javel 46. Year Degree Attained 48. Functional Class 49. Citizenship 50. Veterans Status 51. Supervisory Status 090904 1 - USA 8 - Other 1. Office/Function Initials/Signature Date Office/Function Initials/Signature Dete E. 2. Approvel: I certify that the information entered on this form is accurate and that the Signature

proposed action is in compliance with statutory and regulatory requirements.

CONTINUED ON NEXT PAGE

NSN 7540-01-333-8238

Note to Supervisors: Do you know of additional or conflicting reasons: If "YES", please state these facts on a separate sh	for the emp	oloyee's resignation/retirement? ach to SF 52.)	YES	NO
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The state of the s				
a a constant of the constant o	rivacy Act	Statement		
ou are requested to furnish a specific reason for your resignation or retirement an nearding address. Your reason may be considered in any future decision regardi employment in the Federal service and may also be used to determine your elig nemployment compensation benefits. Your forwarding address will be used primary.	id a ing your pibility for arily to mail	with regard to employment of indivi- section 8506 requires agencies to service to the Secretary of Labor or unemployment compensation prog	furnish the specific reason for r a State agency in connection	or termination of Federal
ou copies of any documents you should have or any pay or compensation to whice titled. Its information is requested under authority of sections 301, 3301, and 8508 of titled. Sections 301 and 3301 authorize OPM and agencies to issue regulations.		The furnishing of this information is your not receiving: (1) your copies compensation due you; and (3) any may be entitled.	of those documents you sho	uld have; (2) pay or othe
Reasons for Resignation/Retirement (NOTE: Your reasons are used	in determi	ning possible unemployment ber	nefits. Please be specific	c and avoid
Reasons for Resignation/Retirement (NOTE: Your reasons are used generalizations. Your resignation/retirement is effective at the end of	in determine if the day -	ning possible unemployment ber midnight - unless you specify ot	nefits. Please be specific herwise.)	c and avoid
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1. Name (Last, First,	Name (Last, First, Middle)						umber	r 3. Date of Birth			4. Effective Date			
											05/14/2	2017		
FIRST ACTIO	N				SECO	ND ACT	ION							
5-A. Code 570	5-B. Nature of Action CONV TO EXC API	PT			6-A. Coo	le	6-B. I	Nature of a	Action					
5-C. Code Y7M	5-D. Legal Authority SCH C, 213.33SCH	C 3317			6-C. Coo	le	6-D.	Legal Aut	thority					
5-E. Code	5-F. Legal Authority				6-E. Code 6-F. Legal Authority									
7 FROM: Position T	itle and Number				15. TO: Position Title and Number									
8. Pay Plan 9. Occ. Code		-	Total Salary 15755	13. Pay Basis PA	16. Pay Pl GS	an 17. Occ. 0301				Step or Rate	20. Total Sal	ary/Award	21. Pay Basis	
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CREDITABLE EMPLOYEE IS PREVIOUS RE	ARROWNERS SERVICE NONE CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102													
	6. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					nature/Authe 379 / ELEC				-	cial			
47. Agency Code									i signi	ED DI:				
47. Agency Code 48. Personnel Office ID 49. Approval Date EP00 3216 05/18/2017						BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR								

FP755/18/17

SF 52 (E Forms 4.4) Rev. 7/61 SRO Approval U.S. Office of Personnel Mene FPM Supp. 296-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested 2. Request Number Schedule C. Appt. Commune 10 10-2017-094 3. For Additional Information Call (Name and Telephone Number) 4. Proposed Effective Date Local Tracking No: 5. Action Requested By (T)ped Name, Title, Signature, and Request Date) 6. Action Authorized By (Typed Name E. Scott Pruitt, Administrator / Ryan T. Jackson, Chief of Staff 1. Name 2. Social Security Number Effective Date 05-14-1 6-A. Code 6-B. Nature of Action 6-C. Code 6-D. Legal Authority Legal Authorth 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 9. Occ. Code 10. Grede or Level 11. Step or t2. Total Salary 3. Pey Sasi 7. Occ. Code | 18. Grade or Level 19. Step or 21. Pay Besis W UND O PA GS 02 \$115,755.00 PA 28. Locality Adj 12C. Adj. Book: Pay 120. Other Pey 20A. Bask: Pay 200. Other Pay 208. Locality Adj. 20C. Adj. Basic Pay 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office otorane Preference 24. Tenuns 25. Agency Use 26. Veterana Preferenci 3 - 10-Point/Disability 5 - 10-Point/Other O - None 2 - Conditional YES AND RIF 28. Annuitant Indicato 29. Pay Rate Determinent gent Plan 31. Service/Compl Date 32. Work Schedule 33. Pert Time Hours Per . Servil 23 100 Bhreekly 34. Position Occupied
2. 1 - Competitive Service 3 - SES General
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	narks by Requesting Office	e en			·
(Note to Superviso	rs: Do you know of additional or conflicting if "YES", please state these facts on a s			nent? YES	NO
	·			•	
OGE 450) Not Required		<i>x</i>		
OGE 450) Required				
Signed:	, DEO				
•					
PART E - Emp	loyee Resignation/Retirement	Privacy Act	Ctatamant		
You are requested to f	umish a specific reason for your resignation or r	etirement and a	with regard to employment of	f individuals in the Fadaral service	and their records, while
re-employment in the unemployment compa	bur resson may be considered in any future dec Federal service and may also be used to determ neation benefits. Your forwarding address will burrients you should have or any pay or compens	nine your eligibility for se used primarily to mail	saction 8506 requires agence service to the Secretary of La unemployment compensation	es to furnish the specific reason for abor or a State agency in connection programs.	or termination of Federal on with administration of
entitled.	illesing you siloud light or any bay or compens	audi is which you are	The furnishing of this information of receivings (1) your co	ation is voluntary; however, failure opposes of those documents you sho	to provide it may result in
	uested under authority of sections 301, 3301, and 3301 authorize OPM and agencies to issue r		compensation due you; and a may be entitled.	(3) any unemployment compensati	on benefits to which you
Reasons for Res generalizations.	ignation/Retirement (NOTE: Your reasons Your resignation/retirement is effective a	s are used in determine t the end of the day -	ning possible unemploymer mldnight - unless you spec	nt benefits. Please be specific ify otherwise.)	and avoid
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5-E. Code	5-F. Legal Authority	y			6-E. Cod AWM	e	6-F. L 07-13-	egal Authority -17					
7 FROM: Position T	itle and Number				15. TO: Position Title and Number								
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47. Agency Code	48. Personnel Office	ID	49. Approva	l Date	VICKIE H. TELLIS								
EP00 3216 01/18/2018						ACTG DIR, EXEC RESOURCES DIV, OHR							

FARS 1/20/17

SF 52 (ETForms 4.4) Rev. 791 U.S. Office of Personnel Management SRO Approval ____

U.S. Office of Personne FPM Supp. 296-33, Su		RE	EQUEST	FOR P		John E Reeder				
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3. For Additional	Information Cal /	and Telephon	e Number)	······································	• •••••••••••••••••••••••••• ••••••••••	Local Trac	cking Mo.)_	4 Proposes	d Effective Date
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ote to Supervisors: Do you know of additional or conflic If "YES", please state these facts on a	ting reasons for the emp a separate sheet and atta	loyee's resignation/retiremach to SF 52.)	nent? YE	s No
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Signed:, DEO		·		
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u are requested to furnish a specific reason for your resignation warding address. Your reason may be considered in any future employment in the Federal service and may also be used to detemployment compensation benefits. Your forwarding address we copies of any documents you should have or any pay or comp	or retirement and a decision regarding your termine your eligibility for all be used primarily to mail	with regard to employment of section 8506 requires agent service to the Secretary of Lunemployment compensation.	nation is unfuntary brausiust fa	nection with administration of
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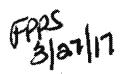
REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-2) 1. Action Requested Resignation		egaest Number A
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PART B - For Preparation of \$550 (Use only codes in FPM Sup		or order. Sive Date
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3-C. Code 5-D. Legal Authority	6-C Code 6-D Legal Authority	
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7. FROM: Position Little and Number	15, TO: Position Title and Number	
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PART C - Reviews and Approvals (Not to be used by requesting 1. Office/Function Initials/Signature Date A.	Office.) Office/Function Initials/Signa D.	ture Date
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C		Approval Date
the proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON REVERSE	OVER	

PART D - Remarks by Requesting Office (Note to Supervisors. Do you know of additional or conflicting reasons for the employed if "YES", please state these facts on a separate sheet and attach to	
Part E - Employee Resignation Retirement Privary Act You are requested to furnish a soughte trasport for your resignation or retirement and a torwarding address. Your reason may be considered in any future decision reparting your re-employment in the Federal services and may also be used to determine your eligibility for unemployment componistions benefits. Your forwarding address will be used primarily to use in you compensation to which you are entitled. This influencement is requested under authority of sections 301, 1301, and 3506 of title 5.1.S. Code. Sections 301 and 3331 authority OFM and authority to issue (regula- 1. Reusants for Resignation/Retirement (NOTE). Your reasons are used in determining a Your resignation/retirement is effective at the end of the day - midnight - unless you.	from with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal Service to the Sectionary of Labor or a State agency in correction with administration of unemployment compensation programs. The furnishing of this information is voluntary, however, failure to provide it may result in your not receiving (1) your copies of those documents you should have: (2) pay or other compensation die you, and (3) any memployment compensation benefits to which you may be critical supported to memployment benefits. Please be specific and avoid generalizations.
PART F - Resignacy for the same	e Signed 4 Porwarding Address (Nambber, Sareer, Cips, State, Zill Code) (1978

Appendix F: Employee F

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	Employing Department or Agency P - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 170620790 / ELECTRONICALLY SIGNED BY:								
47. Agency Cod							SUZANNE L. ROBERTS							
EP00	3216													



SF 52 (E"Forms 4.4) SRO Approval Rev. 781 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3 John E Reeder REQUEST FOR PERSONNEL ACTION 1. Actions Requested 2. Request Number Administratively Determined Appointment OP-2017-017 3. For Additional information Call (Name and Telephone Number) Local Tracking No. 4. Proposed Effective Date 03/27/2017 (HR-5. Action Requested By (7) Fod Name | Title, \$ neture, and Concurrence Date) E Scott-Pruitt, Administrator Michael Flynn, Acting/10/0019 1. Name 2. Social Security Number 3. Date of Birth Effective Date 03-26-17 5-B. Nature of Action 6-A. Code 6-B. Nature of Action Code 6-C. Code 6-D. Legal Authority 5-F. Legal Authority 6-E. Code 6-F. Legal Authority 7. FROM: Position Title and Number 15. TO: Position Title and Number 10. Grade or Level 11. Step or B. Occ. Code 12. Yotal Salary 13. Pay Ba 17. Occ. Code 18. Grade or Level 19. Step or 20. Total Saleny/Award 21. Pay Basis PA AD 0301 00 00 \$149,337.00 PA 12A. Besic Pey 28. Locelly Adj. 12C. Adj. Basic Pay 12D. Other Pay 20A. Besic Pay 200. Other Pay 20C. Adj. Basic Pay 20B. Locality Adj. 14. Name and Location of Position's Organization 22. Name and Location of Position's Organization AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy 23. Velorans Preference 25. Agency Use 3 - 10-Point/Disability 0 - None 1 - None 2 - S-Brief 5 - 10-Point/Other 2 - Conditional YES X NO RIF 28. Annuitant Indicator 29. Pay Rate **Determinant** 0. Petirement Plan 31. Service Comp. Date (Leave) / 3 - 34 - 17 Work Schedule 33. Pert Time Hours Per 00 Pay Pagor 34. Position Occupied
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re-employment in the Federal service and may a unemployment compensation benefits. Your for			service to the Secretary of unemployment compensat	Labor or a State agency in connect ion programs.	ion with administration of
you copies of any documents you should have o entitled.	r any pay or compensation	to which you are	The furnishing of this inform	nation is voluntary; however, failure	to novide It move requit in
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This information is requested under authority of Code. Sections 301 and 3301 authorize OPM a	sections 301, 3301, and 83 and agencies to issue regula	ations	may be entitled.	d (3) any unemployment compensa	tion benefits to which you
 Reasons for Resignation/Retirement (N generalizations. Your resignation/retin 					ic and avoid
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47. Agency Code	48. Personnel Office II)	49. Approva	l Date	VICKIE H. TELLIS								
EP00 3216 08/21/2017						ACTG DIR, EXEC RESOURCES DIV, OHR							

FARS 5/18/17

SF \$2 (E*Forms 4.4) SRO Approval Rev. 7/01 U.S. Office of Personnel Management John E Reeder REQUEST FOR PERSONNEL ACTION FPM Supp. 296-33, Suboh. 3 2. Request Number 1. Actions Requested Schedule C Appointment OP-2017-020 COMMUNION TO 4. Proposed Ethecitye Date Local Tracking No: (Name and Talephone Number) 3. For Additional Information Caff asap i (HR-6. Action Authorized By 5. Action Requested By (Typed Name, Title Signature, or E. Scott Pruitt, Administrator / Ryan T. Jackson Chief of Staff **Effective Date** 2. Social Security Number 3. Date of Bigh 05-14-1 6-A. Code: 6-B. Nature of Action ONV P 6-C. Code 6-D. Legal Authority 5-D. Legal Authority 6-E. Code 6-F. Legal Authority 5-F. Legal Authority 15. TO: Position Title and Number 7, FROM: Position Title and Number Sn~ \ -- 4 16, Pay Pien 17, Occ. Code 18, Grade or Level 19, Step or 20. Total Salary/Award 21. Pay Bass J. Occ. Code 10. Grede or Level 11. Step or 12. Total Salary 13, Pay Besis 8. Pay Plan \$149,337.00 PA PA GS 0301 15 M 1050 ∞ 20C. Adj. Basic Pay 2C. Adj. Beek: Pay 20A. Basic Pay 206. Locelity Adj. 128. Locality Adi. 22. Name and Location of Position's Organization 14. Name and Location of Position's Organization AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy 26. Veterans Preference 25. Agency Use 24. Tenure S. Veterans Preference YES FANK RIF 0 - Hone 2 - Conditional 3 - 10-Point/Dissbillty 5-10-Point/Other 29. Pay Rete 28. Annultant Indicator 27. FEGLI Determinant 33, Part Time Hours Per 32. Work Schedule 31. Service Comp. Date 30. Retirement Plan * Pitanneich .eeve) 37. Bergeirling Unit Status 4. Position Occupied 35. FLSA Category 35. Appropriation Code 1718 B 1 IB ZZZMI-19 38. Duny Station Code 39. Duny Station Washington, DC **43**. 44. 40. Agency Deta 41. Veterana Status 51. Supervisory Status 46. Year Degree Attained 47. Academic Discipline 49. Citizenship 45. Educational Level 1-USA 8-Other Office/Function Initials/Signature Dete 1. Office/Function 2. Approval: I certify that the information entered on this form is accurate and that the Signature, proposed action is in compliance with statutory and regulatory requirements. CONTINUED ON NEXT PAGE

Note to Supervisors: Do you if "YES",	know of additional or co please state these facts	nflicting reasons for the em on a separate sheet and at	ployee's resignation/retire sech to SF 52.)	ment?	YES	NO
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fou are requested to furnish a spending address. Your reason a e-employment in the Federal servicemployment compensation bentous opples of any documents you	may be considered in any futu rice and may also be used to efits. Your forwarding addres	ion or retirement and a ure decision regarding your determine your eligibility for a will be used primarily to mail	with regard to employment section 8506 requires ager service to the Secretary of unemployment compensations	icles to furnish the s Labor or a State age	pecific reason for t	termination of Federal
ontitled. This information is requested under Code. Sections 301 and 3301 aut	er authority of sections 301, 3	301, and 8506 of title 5, U.S.	The furnishing of this inform your not receiving: (1) your compensation due you; and may be entitled.	copies of those doc	uments you shouk	d have; (2) pay or other
. Reasons for Resignation/R				ent benefits. Plea	isa be specific s	and avoid
generalizations. Your resk	nation/retirement is effec	tive at the end of the day -	midnight - unless you spe	ecify otherwise.)	or so openio	ma avora
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1. Name (Last, First, Middle)				2. Social Security Number 3			3. Date of Birth		4. Effective Date				
							07/16/2017						
FIRST	ACTIO	N				SECOND ACTION							
5-A. Coo	de	5-B. Nature of Action CORRECTION				6-A. Code 6-B. Nature of Action 546 CONV TO SES NONCAREER APPT							
5-C. Co	de	5-D. Legal Authorit	ty			6-C. Coo V4L	de		egal Authority C. 3394(A) No	ONCARE	ER		
5-E. Co	5-E. Code 5-F. Legal Authority				6-E. Coo		6-F. Le	egal Authority					
7. FROM:	Position T	itle and Number			000000000000000000000000000000000000000	15. TO: Position Title and Number							
8. Pay Plan	9. Occ. Code	10. Grade or Level 1	11. Step or Ra	te 12. Total Salary	13. Pay Basis	16. Pay Pl	an 17. Occ. (Code 18.	Grade or Level	19.Step or Ra	ite 20. Total Sal	ary/Award	21. Pay Basis
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23. Vetera	ns Preferer	ice 3 – 10–Point/Disability	,	5 – 10–Point/Other		24. Tenure 25. Agency Use 2 - Conditional			26. Veterans Preference for RIF				
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27. FEGL						28. Annu	itant Indicate NOT APP		Æ		29. Pay Rat 0	e Determir	ant
30. Retire	ment Plan			31. Service C	Comp. Date (Leave)	32. Worl	k Schedule				33. Part-Ti		Per
KF F	ERS-FRA	E & FICA		03/26/2017		F	FULL-TIN	AE				Biweekly Pay Period	
POSIT	ION DA	ATA											
1 -	On Occupie	ervice 3 - SES General			itegory - Exempt - Nonexempt	36. Appropriation Code 37. Bargaining Unit Status 8888					atus		
	Excepted Servi		served	39. Duty Sta		y – State or Overseas Location)							
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40. Agenc		VET STAT X	1	42. EDUC LVL 15	43. SUPV ST	AT 2	POSI	TION S	ENSITIVITY	HIGH R	ISK		
45 Remai	CTS IT	EM NUMBER 3	1 FROI	1 03-26-17									
		tment or Agency IENTAL PROTE	CTIO						and Title of App	-	icial		
47. Agency				40.4		_			CALLY SIGI	JED BY:			
EP00	y Cour	48. Personnel Office 3216	еш	49. Approva 08/21/201			IE H. TELL FDIR, EXEC		URCES DIV,	OHR			

7/20/17

SF 52 (ETForms 4.4) Rev. 7/81							pproval	John E Ree	
 U.S. Office of Personnel Mana FPM Supp. 296-33, Subon. 3 	Çemeni	REQUES	ST FOR PE	ERSONN	IEL AC	TION		0 40 2 2 1 2 1 4 W W	*****
	sting Office <i>(Also c</i> Non Career		tems 1, 7-22, 3.	2, 33, 36 anc	(39.)		2,1	Request Nur OP-201	
	nation Call (Name) and	Telephone Number)			Local Trac	king No:	4,1	Proposed Eff	eçaiye Date
5. Action Requested By	(Typed Name/Title, 8 g	2.2	Date)	6. Action A	uthorized B	y (Typed Name	Tive, Signature, gi	id Concurrenci	Y29/4
Rvan T. Jackson Chi	ef of Staff	$\mathcal{M}_{\mathcal{N}_{\mathcal{N}_{\mathcal{N}_{\mathcal{N}_{\mathcal{N}}}}}}$		E. Scott Pruitt / Administrator tement 292-1. Show all dates in month-lay-year order.)					
1. Name	 U/:	1		2. Social S		per 3. Qay		Effe b tive Dat D 1 - I b	·17
FIRST ACTION 5-A Code AB Natur	e of Action To SES Non-Co	L	SECONE 6-A. Code						
			u and	6-C. Code	6-D. Lega	Authority			
AWK FAYS	**************************************	. 8	01-13-1	6-E. Code	6-F. Lega	Authority			
7. FROM: Position Titi	e and Number			15. TO: Po	sition Title	and Number			
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<u> </u>		cj. Basic Pay 126). Other Pay	ZCA. Besk Pay		B. Cocelty Adj.		, , , , , , ,	
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	- 10-Point/Disability 5 -	10-Point/Other	New Year	24. Tenure	0 - None	2 - Conditional	25. Agency Use	26. Veterar	ns Preference
27. FEGU				28. Annuitant Indicator 29. Pay Rate Determinant					te eterminant
30. Retirement Plan		31. Serv (Leave)	ios Comp. Date	32. Work Schedule 33. Part Time Hours Per Brweekly					
POSITION DATA									
34. Position Occupied 1 - Competitive			A Category	36. Approprie		8 B 11B ZZZ	MHG	J./, Bargain	ing Unit Status
38. Duty Station Code		39. Dury							
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40. Agency Data	41.	42,	43,		44.				
45. Educational Level	46. Year Degree Attained				49. Citizens	hip A 8 - Other	Veterans Status	51. Supervis	ory Status S
PART C - Review 1. Office/Function	s and Approvals (Initials/Sign		<i>requesting offi</i> Date	ce/ Office/F	unction	Init	als/Signature	.	Date
Α.	111111111111111111111111111111111111111	(0.U) 0	Vote		//	<i></i>	/ YUV	· / 0	7-19-1
8.				E.	70	7		7	
C.				F.			•		
Approval: I certify that the proposed action is in cor	e information entered on th opliance with statutory and			Signature	(Then I	Saller	/ 12	proval Date
CONTINUED ON NEX	T PAGE	***************************************			***************************************				able After 6/30/93 Mar 01 333 4239

PART D - Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons If "YES", please state these facts on a separate s	s for the emplo heet and attac	loyee's resignation/retirement? YES NO ach to SF 52.)
OGE 450 Not Required		
OGE 450 Required		
Signed:DEO		3
PART E - Employee Resignation/Retirement		
You are requested to furnish a specific reason for your resignation or retirement forwarding address. Your reason may be considered in any future decision regare-employment in the Federal service and may also be used to determine your expension to memployment compensation benefits. Your forwarding address will be used priyou copies of any documents you should have or any pay or compensation to wentitled. This information is requested under authority of sections 301, 3301, and 8506 or Code. Sections 301 and 3301 authorize OPM and agencies to issue regulation: 1. Reasons for Resignation/Retirement (NOTE: Your reasons are use generalizations. Your resignation/retirement is effective at the end	anding your shighlithy for imarily to mail thich you are if title 5, U.S. s	with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs. The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have: (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.
Effective Date 3. Your Signature 4.	Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
M39: Creditable Military Service: None M40: Previous Retirement Coverage: Pluion M45: Employee is automatically covered under M38: Prozen Salvice: 00 - 00 T55: Tenure as used for U. S. C. is not applicable ZZZ: This position is designated for Drug Testing	to the Sen	
	#98u	· Processor

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY	Print Date: 07/06/2017
POC: Phone:	Fax: (202) 564-9612
Request No: EP170079 Request Type: APPOINTMENT	· mare front almost 2012
Appointment Authority: NONCAREER	
Extension: No Duration: ES Pay Level: \$151,	.700 Temporary Allocation: No
Candidate:	temporary Anocacion, No
Position No: Title:	
Organization Name:	
Recruited From; SAME BUREAU, SAME AGENCY GEO Loc	ation: WASHINGTON
Current Title:	
Proposed Title:	
SES Endorsement S ta	tamant
Lendorse the above request made to the Office of Personnel / General position and certify that the candidate meets the promanagerial qualifications for the position.	***************************************
Agency/Dept. Head of E. Scott Pruitt, Adm	inistrator
Signature: S-S-S-S-S-S-S-S-S-S-S-S-S-S-S-S-S-S-S-	1 1/2 5 Date Signed: 7/5/17.
Agency White House	Liaison
Name: Charles Munoz	564-3062
- Marin	mone; <u>~ 5 5 7 7 7</u>
Signature:	Phone: <u>S64-3057</u> Date Signed: <u>2/10/17</u>
OPM USE ONLY	
Check the appropriate Box	k(es)
Two request for a new noncareer appointment authority residentment or pay level change is:	
Your request for a limited train energeacy appealtment anthonly for the	Disapproved
duration of	* Modification
Your request for temporary space allocation	
Number of non-career allocations: Percent	of SES space allocation:
OPM Approving Official:	Date Signed: 7/13/17
	ATTENTION: Senior Executive Resource Services
Source: Office of Personnel Management	Report 1652, Version November 2008

	POSITIO	tal Protection Agency N DESCRIPTION COVER! CTION: a. Reference of Series		I. DUTY LOCATION 2. POSITION NUMBER Washington, DC							
					•						
			h. Title		c. Pay	d. Series	e. Grade	f. CLC			
Official Allocation				ĘS	0340	00					
4. Supervisor					ES	0340	†				
Recommendat	ìon					** '*					
5. ORGANIZAT	TONAL TE	TLE OF POSITION (if any)		6. NAME OF EMI	LOYEE			<u></u>			
***************************************			0000000								
				¢.							
a. U.S. ENVIR	ONMENT	AL PROTECTION AGENC	Y	f.							
b. OFFICE OF	THE ADA	IINISTRATOR		g.	***************************************	***************************************					
c. Office of Pol	icy	***************************************	·······	h. Employing Off Washington, DC	fice Location						
d	•			i. Organization C	ode						
8. SU	PERVISO	RY STATUS	•••••	1							
classification [8] [4] Supervis GSSG. [9] [5] Manager Supervisor/M [9] [6] Lead Po Grade Evalua directives of a WLGEG [8] All Other 9. SUPERVISO relationships and d is to be used for sta implementing regu	standards, or. Position lead famager or sistion lead the applica ader. Positions RY CER's hat the positions purplations.	cheral Schedule Supervisory (on meets the definition of Sup ial. Position meets the definition of Supervisor is a team performing one-grad (WLGEG) or is under a wag ble pay system, ition leads a team performing Position does not meet any TFICATION—I certify that if ion is necessary to carry out gove coses relating to appointment and ite of Immediate Supervisor	tion of Management (i) 5.U.S.C. 710 (a) (10) c interval work and meets sire two-grade interval wo of the above definition is is an accurate statement municular function for whether the statement of the above definition of	03(a)(10), but does not be seen that in 5.U.S.C. 71 is sets the minimum requirers and meets the minus. This is a non-supent of the major duties and the majo	of meet the mining 03(a)(11), but do uirements for appearants as specifimum requirements are responsibilities of the certification is fing statements ma	num requirement the plication of Particle by those job the for application of this position and made with the known of constitute violates	its for applicat GSSG definit For the Work standards or c on of Part II of I its organization owledge that this isons of such stan-	tion of the tion of Leader other f the			
Rvan / Jac	bean C	hief of Staff									
b. Signature	*****	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	/////////	E. Scott Pruit	tt, Administ	rator, EPA	·····				
" Y "	λ	Lin	c. Dage	e. Ngnature	- ≥/L ~	Marine Marine	f. Date	11			
10. OFFICIAL	CLASSIF	CATION CERTIFICATIO	N: centify that this pesi	tion has been classified	Waded astronoired	by Title S. U.S. (ode in conform	lance with			
simuarus piloiisos	a ny me u.s	Office of Personnel Managemen	of or, if no published stan	dards apply directly, con	kistently with the	most applicable pr	ublished standar	ds.			
a. Promotion P This position t		/ potion potential ® If position	develops as planned a ntial to grade:	nd employee progres	ses satisfactorily.	, this position ha	is known pron	notion			
b. PSB Risk Des	ignation	c. Financial Disclusure Fo	**************************************	. Additional" (1/	A) e. FLSA De	termination	f. Fond	ctional			
I Low2 Moderate		OGE-450 Required	Allocation Thi	*	© NONEXI		{ ·	fication			
⊕ Z = winderate ⊕ 3 × High		OGE-278 Required No financial disclosure	© may be IA`e → may not be I		EXEMPT	") mption_categor;	Code				
Security Clearan	ce	forms required		current incumbent		rative					
Required: Yes	£ 2***×	22°				nat@Executivs	·				
g. Bargaining Unit Code		, if applicable: al Monitoring Required		i. Classifier's	Signature	"The state of the	j. Dat	e			
	Extran	nural Resources Management	Duties (% of time)	//	1 2 11		1	1.1			
<u> </u>	@ This p	osition is subject to random d	rug testing ()		124		07/	06//7			
II. REMARKS	······	Suu Cum	٤.		<i>(</i>						

		ERSONNEL ACTION	SRO Approval	John E Reeder
PART A - Requesting Office (Also complete 1. Actions Requested Non Career - SES	e Pert B. Herrie 1, 7-22, ;	12 33 35 and 39)	2.1	Request Number
3. For Additional Information Call Name and Telephone	e Number) /(HR-	Local Tracking No		OP-2018-000 Proposed Effective Date
5. Action Requested By (Typeli Name, Mile, Signature, at		6. Action Authorized By (7)s	sed Name y l ife. Signature, as	a Spaining a Carej , Il
Ryan T. Jackson Chief of Staff PART B - For Preparation of SF 50 (Use of L. Name)	nly codes in FPM Supple	E. Scott Pruitt / Administrement 292-1, Show all dates in 2. Social Security Number	month-opy-pasyordar k	fective Date
EURON ANTON			~~~~~ <u>\</u>	-11001100110110
FIRST ACTION 5-A. Code 5-B. Nature of Action		SECOND ACTION 6-A. Code 6-B. Nature of Ac	tion	
5-C. Code 5-D. Legal Authority		6-C. Code 6-D. Legal Autho	rity	
5-E. Code 5-F. Legal Authority		6-E. Code 6-F. Legal Author	ity	
7. FROM: Position Title and Number		15. TO: Position Title and No	mber	
ES Pain	lat Salary 13. Pay Basi PA	18 Pay Plan 17 Oct. Code 18 Grade ES 0343	Marie I	i Salary/Award 21 Pay Basis 61,900.00 PA
12A. Basic Pay 12B. Locality Adj. 12C. Adj. Basic Pa	ly 120 Other Pay	20A Besic Pay 20B Locality	Acij DIC Acij Basic Per	200. Other Pay
14. Name and Location of Position's Organization AA00000 - US, EPA, Office of the Administrator Office of Policy		22. Name and Location of Position' AA00000 - US, EPA, Office Office of Policy		
EMPLOYEE DATA 23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/O		24. Tenure 3 0 - None 2 - Cond	25. Agancy Use	25. Veterans Preference
7. 8.80(a) 2. 10.0(a) (2. 10.0	voronio/AMi	28. Annuitant Indicator	***	VES NO RIF
30. Retirement Plan	31. Service Comp. Dete (Leave)	32 Work Schedule		Determinant 33. Part Time Hours Per Bitweekly
POSITION DATA 34. Position Occupied 1 - Compositive Service 3 - SES General 2 - Extractal Canada 4 - SES Factor Resourced	35. FLSA Category	36. Appropriation Code 2018/2019 B 1	D 700keun	Pay Period 37. Bergaining Unit Status
38. Duty Station Code	39. Duty Station	1 2010/2017 011	D VANISH 19	I .
40. Agency Data 41. 42.	Washington, DC	μ.		
45. Educational Level 46. Year Degree Attained 47. Acade	mic Discipline 48. Functio	nel Class 49. Critzenship	50 Veterans Status	51. Supervsory Status
PART C - Reviews and Approvals (Not to be 1. Office/Function Initials/Signature	s used by requesting offs Date	1-USA 8-Ome ca.) Office/Function	Initials/Signature	Date
A		D		Vale
В.		E.		
c.		F.		
Approval: I certify that the information entered on this form is a proposed action is in compliance with statutory and regulatory	Course and that the requirements	Signature		Approval Date
CONTINUED ON NEXT PAGE			Editions Prior to 7	91 Are Not Useble After 6/90/53 8/5/4/540/01/3/3/6/2/5

	If "YES", please state the		employee's resignation/retirement? I attach to SF 52.)	YES NO
OGE 4	50 Not Required			
OGE 4				
Signed	•	, DEO		
PART E - Em	ployee Resignation/R		Act Statement	
forwarding address.	Your reason may be considered	ur resignation or retirement and a f in any future decision regarding your se used to determine your eligibility for	section 8506 requires agencies to furn	is in the Federal service and their records, while ish the specific reason for termination of Federal State agency in connection with administration of
unemployment comp	pensation benefits. Your forward	ing address will be used primarily to n pay or compensation to which you ar	hali unemployment compensation program e	S.
This information is re	equested under authority of secti	ons 301, 3301, and 8506 of little 5, U.S	your not receiving. (1) your copies of the compensation due you, and (3) any un	untary, however, failure to provide it may result in lose documents you should have, (Z) pay or other employment compensation benefits to which you
	and 3301 authorize OPM and a		may be entitled.	
generalizations	s. Your resignation/retireme	nt is effective at the end of the da	rmining possible unemployment benefit ay - midnight - unless you specify other	is. Please be specific and avoid wise.)
2 Effective Date	3. Your Signature	4 Date Sign	sed 5 Enterprises Address (Alice)	er, Street, City, State, ZIP Code)
			The state of the s	er, Street, City, State, 211 Code)
	marks for SF 50			
		ru.		

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECT	TION AGENCY	Print Date: 12/19/2017						
POC: Phon	Fax: (202) 564-9612							
Request No: Request Ty	/pe: REASSIGNMENT							
Appointment Authority: NONCAREER								
Extension: No Duration:	ES Pay Level: \$161	.900 Temporary Allocation: No						
Candidate		· · · · · · · · · · · · · · · · · · ·						
Position No: Title:								
Organization Name:								
Recruited From: SAME BUREAU, SAME AG	ENCY GEO Loc	ation: WASHINGTON						
Current Title:								
Proposed Title:								
	SES Endorsement Sta	atement						
I endorse the above request made to General position and certify that the managerial qualifications for the pos	? Candidate meets the nw	Management. I certify that the position is a ofessional/technical, executive and						
Agency/Dept. Head or E. Scott Pruitt, Administrator Signature: Date Signed: 12/20/17								
	Agency White House	Liaison						
Name: Charles Munoz		Phone: 564-3097						
Signature:		Date Signed: 1ン/20/1つ						
	OPM USE ONLY							
	Check the appropriate Bo	x(es)						
Your request for a new noncareer appointment pay level change is:	nt authority, reassignment or	Approved Approved with Modification *						
Your request for a limited term emergency app	pointment authority for the	Disapproved Return without Action						
duration ofis:		* Modification						
Your request for temporary space allocation								
Number of non-career allocations:	Percent	of SES space allocation:						
OPM Approving Official:		Date Signed:						
EMAIL: SERS@opm.gov		ATTENTION: Senior Executive Resource Services						
Source: Office of Personnel Management		Report 1652, Version November 2008						

		ental Protection Agency		I. DUTY LOCATION 2. POSITION NUMBI					
	POSITIO	ON DESCRIPTION COVERSHEE	T	Washington, DC					
3. CLASSIFI	CATION	ACTION: a. Reference of Series and D	ate of Standards Used t	o Classify this Position	1		······································	***************************************	
	1	.	l'itle		c. Pay	d. Series	c Grade	1 * * * * * * * * * * * * * * * * * * *	
Official		V)	# ##X%		Plan	u. series	c. Graue	t Cro	
Allocation	~~~~				***************************************				
4. Supervisor Recommendat	\$ 800000000000				ES	0343			
5. ORGANIZAT	TIONAL T	ITLE OF POSITION (if any)	6	. NAME OF EMPLO	VEE				
			7						
a. U.S. ENV	/IRONN	IENTAL PROTECTION AG	ENCY 6						
b. Office of t	the Adm	inistrator			***************************************	······································	***************************************	······································	
c. Office of Po	olicy		ħ	. Employing Office	Location	- Washingto	n, DC	***************************************	
d.	***************************************		î.	Organization Code	- AA0000	300		***************************************	
8. SU	PERVIS	ORY STATUS			••••••				
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Appendix G: Employee G

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03/13/2017	03/13/2017						
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5-A. Code 5-B. Nature of Action 6-A. Code 6-B. Nature of Action							
002 CORRECTION 170 EXC APPT							
5-C. Code 5-D. Legal Authority 6-C. Code 6-D. Legal Authority ZLM P.L. 95-190							
5-E. Code 5-F. Legal Authority 6-E. Code 6-F. Legal Authority							
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8. Pay Plan 9. Occ. Code 10. Grade or Level 11. Step or Rate 12. Total Salary 13. Pay Basis 16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or Rate 20. Total Salary/Award	21. Pay Basis						
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WASHINGTON,DC							
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46. Employing Department or Agency 50. Signature/Authentication and Title of Approving Official							
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47. Agency Code 48. Personnel Office ID 49. Approval Date BENJAMIN H. PEABODY							
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SF 52 (ETForms 4.4)	SRO Approval
Rev. 7/91 U.S. Office of Personnel Management PPM Stigo. 296 33, Subch 3 REQUEST FOR PE	ERSONNEL ACTION John E Reeder
PART A Reguesting Chice. Aborcomies Part B. Roms 1, 7-22, 3	
Actions Requested Conversion of AD Appt.	2. Request Number
	IO-2017-119
3. For Additional Information Calf (Name and Telephone Number)	Local Tracking No: Froposed Effective Date
· / (HR)	
5. Action Requested By (Typed Name, Title, Signature, and Regulat Date)	6. Action Authorized By Annual Continue Date:
Ryan T. Jackson Chief of Staff, Control of Staff	E. Scott Pruitt / Alministrato
PART B For Presidential SF (4) (Uniform books in FPM Supple	ment 292-1. Show ell dales in month-dey-year criter.)
1. Name	12 Social Security Number 3. Date of Birth 14. Effective Date
	89-03-17
FIRSTACTOR	SECOND ACTION 6-A. Code 6-B. Nature of Action
5A Code 5-B. Nature of Action Syc. 400 +	6-A. Code 6-b. Nature of Action
5-C. Code 5-B. Legal Authority	6-C. Code 6-D. Legal Authority
7/m 107. ac-190	, , , , , , , , , , , , , , , , , , ,
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14. Name and Location of Position's Organization US, EPA, Office of the Administrator - A0G000000	22. Name and Location of Position's Organization A0000000 - US EPA, Office of the Administrator
Office of Public Affairs	Washington, DC 20460
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30, Retirement Plan 31, Service Comp. Date	32. Work Schedule 33. Part Time Hours Per Biweekly
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Washington, DC 2	20460
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1. Office/Function Initials/Signature Date	Office/Function Initials/Signature Date
A.	D.
8.	E .
C.	JF.
2. Approval: I certify that the information entered on this form is accurate and that the	Signiature Approval Date.
proposed action is in compliance with statutory and regulatory requirements.	14-71 14-70-14-15-15
CONTINUED ON NEXT PAGE	Editions Prior to 7/81 Are Not Usable After 5/30/53 NSN:7540-01-333-6236

(Note to Supervisors: Do you know of additional or conflicting re If "YES", please state these facts on a separ			YES NO				
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_OGE 450 Required							
Signed:,DEO	•		x				
	Privacy Act	Statement					
You are requested to furnish a specific reason for your resignation or retire forwarding address. Your reason may be considered in any future decision re-employment in the Federal service and may also be used to determine your employment compensation benefits. Your forwarding address will be us	ment and a n regarding your your eligibility for ed primarily to mail	with regard to employment of indiv section 6506 requires agencies to	viduals in the Federal service and their records, while furnish the specific reason for termination of Federal or a State agency in connection with administration of grams.				
you copies of any documents you should have or any pay or compensation entitled. This information is requested under authority of sections 301, 3301, and 8t Code. Sections 301 and 3301 authorize OPM and agencies to issue regul	506 of title 5,,JJ.S.	The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.					
Reasons for Resignation/Retirement (NOTE: Your reasons an generalizations. Your resignation/retirement is effective at the	e used in determir e erid of the day #	ing possible unemployment be midnight - unless you specify o	mefits. Please be specific and avoid therwise.)				
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SF 52 (ETForms 4.4) Rev. 7/51 U.S. Office of Personnel Manage FFM Supp. 296-33, Subch. 3

SRO Approval

REQUEST FOR PERSONNEL ACTION

Actions Requested Administratively Determined Appointment						2. Request Number 1O-2017-058			
3. For Additional Information	Call (Name and Telephone	Number)	Local Tracking No:			,	4. Proposed Effective Date 03/05/2017		
5. Action Requested By 77. Michael Flynn Acting De	Mullell R.	175/17	6. Action A E. Scott P		ministr a	ST	Zu	Conce Detel	
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(Note to Supervisor	rs: Do you know of add if "YES", please state	itional or conflicting re these facts on a sepa	easons for the emi rate sheet and at	ployee's resignation/red tach to SF 52.)	rement?	YES	NO	
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	uested under authority of s nd 3301 authorize OPM an			your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.				
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Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]

Sent: 4/3/2018 4:09:39 PM

To: Leopold, Matt [Leopold.Matt@epa.gov]

Subject: FW: Statement for Review

Attachments: Appointee Hiring Authority 3-29-18.pdf; Attachment 1 - QFR40 SES Appointments.xlsx

Also.

From: Palich, Christian

Sent: Tuesday, April 3, 2018 11:22 AM

To: Jackson, Ryan <jackson.ryan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>; Ringel, Aaron

<ringel.aaron@epa.gov>

Cc: Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>

Subject: RE: Statement for Review

We did have a QFR on this, see question #40 (below) for our proposed response to a Senator Carper on these appointments, attached is the document we are sending to accompany the response below. OARM did the proposed response to the QFR.

The Hiring Authority PDF is attached and was sent up to the Hill last week as a rolling document production we agreed to do with EPW Minority.

Working with our team now to see anything else we might have sent up to the Hill on this, will send anything else we find asap.

- 1. The Safe Drinking Water Act permits EPA to "fill not more than thirty scientific, engineering, professional, legal, and administrative positions within the Environmental Protection Agency without regard to the civil service laws." 42 U.S. Code § 300j—10. These appointments may be made where the Administrator deems such action necessary to the discharge of his functions as they relate to Title XII of the Public Health Service Act (42 U.S.C. 300f et seq.) (relating to safety of public water systems). These individuals are exempted from certain other Executive Branch requirements, including the Trump Ethics Pledge. In an August 18, 2017 letter to GAO, Senator Whitehouse and I wrote: "EPA has utilized its SDWA authority to hire a number of non-Senate-confirmed political appointees, some of whom are serving in supervisory positions and in roles that raise ethical questions." Based on documents provided by EPA, it appears that some individuals may still be serving as administratively determined appointees. These appointees have been permitted to work on projects with essentially no check on their ethical or financial conflicts. Also, many of these appointees appear to have had EPA e-mail accounts that were created and used by them for weeks and even months before their stated appointment date -- in some cases nearly 4 months before.
 - a. What is EPA's policy on the length of time an employee is allowed to serve under the SDWA authority without having to complete a financial disclosure form, or complete a recusal statement (if necessary)?

All Administratively Determined (AD) appointees receive initial ethics training pursuant to 5 C.F.R. § 2638.304. While the regulation allows agencies up to three months to provide that training, EPA typically ensures that the new AD appointees receive the ethics training within their first two weeks. This training is conducted personally by EPA's ethics officials

in the Office of General Counsel rather than online. EPA requires that all AD appointees complete the public financial disclosure report, the OGE 278, and adheres to the regulatory deadlines set forth at 5 C.F.R. § 2634.201(b), which requires filing within the first 30 days. Please note, however, that the Agency may grant filing extensions as set forth at 5 C.F.R. § 2634.201(f).

b. What safeguards are in place to ensure that employees hired under the SDWA authority do not work on matters that may trigger a conflict before they submit their financial disclosure form and complete any necessary recusal statement?

EPA Ethics delivers initial ethics training in person (or, for appointees who are in regional offices, via conference call or video conference) to all Administratively Determined (AD) appointees. In that training, they specifically address conflicts of interest and impartiality, and inform the appointee about recusal issues. When the appointee files the financial disclosure report, EPA Ethics can more accurately assess possible financial conflict of interest issues and determines whether the appointee should issue a written recusal statement. If necessary, EPA Ethics drafts that document.

c. For each appointee hired under the SDWA authority, please provide the date of their appointment; the date the appointment ended (if any); and the specific projects they worked on while serving as an administratively determined appointee.

Please see Attachment 1.

d. For each employee hired by the EPA under the SDWA authority, Schedule C authority, or as Non-Career SES, provide the date on which their EPA e-mail address was created, and the date of their appointment, whether they worked at EPA in any capacity prior to their appointment date and if so, what capacity.

Please see Attachment 1.

Christian R. Palich
Deputy Associate Administrator
Office of Congressional & Intergovernmental Affairs
U.S Environmental Protection Agency

O: 202.564.4944
C: Personal Matters / Ex. 6

E: Palich.Christian@epa.gov

From: Jackson, Ryan

Sent: Tuesday, April 3, 2018 11:09 AM

To: Bowman, Liz < Bowman.Liz@epa.gov >; Palich, Christian < palich.christian@epa.gov >; Ringel, Aaron

<ringel.aaron@epa.gov>

Cc: Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>

Subject: RE: Statement for Review

This is consistent with that. Christian or Aaron do you have draft responses addressing AD positions?

From: Bowman, Liz

Sent: Tuesday, April 3, 2018 11:03 AM

To: Jackson, Ryan < jackson.ryan@epa.gov>

Cc: Kelly, Albert < kelly.albert@epa.gov>; Leopold, Matt < Leopold.Matt@epa.gov>

Subject: RE: Statement for Review

I just talked to Matt and we need to circle up on this; especially as there are statements being developed to respond to Congressional inquiries. Can we regroup?

From: Bowman, Liz

Sent: Tuesday, April 3, 2018 10:56 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>

Cc: Kelly, Albert <keily.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>

Subject: RE: Statement for Review

I think that captures what Kell wanted to say into a short and concise statement. Matt, do you have any concerns with this?

From: Jackson, Ryan

Sent: Tuesday, April 3, 2018 10:44 AM
To: Bowman, Liz <Bowman.Liz@epa.gov>

Cc: Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>

Subject: Re: Statement for Review

One more time:

The Administrator was unaware of the means through which these staff or any staff receive raises nor that these raises did not involve the Presidential Personnel Office. While appropriate and legal given the authority to EPA, the Administrator has directed that the personnel actions be rescinded and submitted to the Presidential Personnel Office.

What about that instead?

Ryan Jackson Chief of Staff U.S. EPA 202-564-6999

On Apr 3, 2018, at 10:31 AM, Bowman, Liz < Bowman, Liz@epa.gov> wrote:

Does this work?

"The Safe Drinking Water Act provides the EPA Administrator with latitude to appoint staff; any potential raises will be resubmitted to the office of presidential personnel, outside that authority."

Liz Bowman

U.S. Environmental Protection Agency (EPA)

Office: 202-564-3293

Message

From: Gomez, Laura [Gomez.Laura@epa.gov]

Sent: 5/14/2018 6:21:37 PM

To: Cooper, Marian [Cooper.Marian@epa.gov]

CC: Moody, Christina [Moody.Christina@epa.gov]; Williams, Thea [Williams.Thea@epa.gov]; Gantt, Melissa

[Gantt.Melissa@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Naples, Eileen [Naples.Eileen@epa.gov]; Taylor,

Jeremy [Taylor.Jeremy@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]

Subject: AL-18-000-6213: Reviewed by OCIR and needs to be uploaded on CMS

Attachments: Copy of AD Appointment Congressional 4-16-18.xlsx; 18-000-6213.pdf; McCollum.ADpostions5.3.18.2 (003).docx

Hi Marian,

Attached is the letter that has been reviewed by DAA Ringel here in OCIR. The only edit that he wanted removed was the statement made in parentheses. Please upload on letterhead into CMS for sign off.

Please let us know if you have any questions.

Best, Laura

Laura E. Gómez Rodríguez
Congressional Liaison Specialist
US Environmental Protection Agency (EPA)
Office of Congressional and Intergovernmental Relations (OCIR)
1200 Pennsylvania Ave., N.W. MC-2650R
Washington DC, 20004
gomez.laura@epa.gov

Message

From: Burke, Marcella [burke.marcella@epa.gov]

Sent: 6/13/2018 1:36:11 PM

To: Lyons, Troy [lyons.troy@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

CC: Ringel, Aaron [ringel.aaron@epa.gov]; Rodrick, Christian [rodrick.christian@epa.gov]; Shimmin, Kaitlyn

[shimmin.kaitlyn@epa.gov]; Richardson, RobinH [Richardson.RobinH@epa.gov]; Moody, Christina

[Moody.Christina@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]; Minoli, Kevin [Minoli.Kevin@epa.gov]

Subject: RE: AD Position Response

Attachments: McCollum.ADpostions5.3.18.2 KS.TMLdocx.docx

Troy -

A quick note as we wait to hear back from Elise Packard and Kevin Minoli on this.

Holly and Paige are not involved in the decision-making process or authorization decision here. In order to maintain the proper segregation of duties between authorization (Donna's office) and processing (Holly's office) I am bccing Holly and Paige for awareness, but removing them from the conversation. OCFO need not be a part of the conversation—apologies for any confusion, and please be in touch with any questions.

Thanks, Marcella

Marcella Burke

Deputy General Counsel
Office of General Counsel
U.S. Environmental Protection Agency
1200 Pennsylvania Ave. NW
Washington, DC 20460
(202) 564-1609
burke.marcella@epa.gov

From: Lyons, Troy

Sent: Tuesday, June 12, 2018 4:00 PM

To: Burke, Marcella <burke.marcella@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Ringel, Aaron <ringel.aaron@epa.gov>; Rodrick, Christian <rodrick.christian@epa.gov>; Shimmin, Kaitlyn

<shimmin.kaitlyn@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Greaves, Holly

<greaves.holly@epa.gov>; Hanson, Paige (Catherine) <hanson.catherine@epa.gov>; Moody, Christina

<Moody.Christina@epa.gov> **Subject:** AD Position Response

Importance: High

Marcella—please find attached an updated response to Ranking Member McCollum's inquiry regarding the use of AD for Millan and Sarah Greenwalt. I made some changes. Could you get OGC to review and approve this version? We would like to send it out in short order.

Donna—please take a look at the language to make sure you are comfortable with the letter. Given the subject matter, I think you, or someone in your office, should sign the letter. I am happy to discuss further.

Many thanks,

Troy

Troy M. Lyons

Associate Administrator
Office of Congressional & Intergovernmental Relations
U.S. Environmental Protection Agency
Personal Matters / Ex. 6

The Honorable Betty McCollum Ranking Member Subcommittee on Interior, Environment and Related Agencies Committee on Appropriations United States House of Representatives Washington, D.C. 20515

Dear Representative McCollum:

Thank you for your April 5, 2018, letter to the U.S. Environmental Protection Agency (EPA) regarding the agency's hiring authorities.

The EPA Administrator has the authority to fill administratively determined positions under Title XIV of the Clean Water Act 42 U.S.C. § 300j-10, "Appointment of scientific, etc., personnel by Administrator of Environmental Protection Agency for implementation of responsibilities: compensation" known as the "Safe Drinking Water Act" and Public Law 95-190.

Under the Safe Drinking Water Act, the Administrator may appoint personnel to fill, and these must be scientific, engineering, professional, legal, or and administrative in nature positions. The EPA has used this authority throughout Republican and Democratic administrations. Enclosed is please find the information you requested on the administratively determined employees hired under this authority. As you will see, EPA has used this authority throughout Republican and Democratic administrations.

The duties for Ms. Greenwalt and Ms. Hupp changed with each new appointment throughout their respective tenures at the agency. Their salary adjustments were approved on April 1, 2018 and were subsequently reversed back to their previous pay levels on April 10, 2018. These actions complied with federal human resource regulations and policies.

Ms. Greenwald's pending reappointment is to a Schedule C Attorney Advisor, a different title than she held before. Ms. Hupp has resigned as Director of Scheduling and Advance effective June 8th 8, 2018.

Again, thank you for your letter. If you have further questions, please contact me or your staff may contact Christina Moody in EPA's Office of Congressional and Intergovernmental Relations at moody.christina@epa.gov or 202-564-0260.

Sincerely,

Formatted



Message

From: Wilcox, Jahan [wilcox.jahan@epa.gov]

Sent: 4/19/2018 5:25:04 PM

To: Barnet, Henry [Barnet.Henry@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]

CC: Mazakas, Pam [Mazakas.Pam@epa.gov]

Subject: RE: questions for our latest story

Thank you

From: Barnet, Henry

Sent: Thursday, April 19, 2018 1:06 PM

To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>

Cc: Mazakas, Pam <Mazakas.Pam@epa.gov> **Subject:** RE: questions for our latest story

Jahan.

Here is my proposed statement:

EPA Protective Services Detail made preliminary inquiries about the possibility of maintaining a security post within the same building as the Administrator (which is a practice utilized in executive protection) but, after initial inquiries decided against it.

Thanks, Henry

Henry E. Barnet, Director
Office of Criminal Enforcement, Forensics & Training
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC South Room 1211
Washington, D.C. 20004
202.564.2480

From: Wilcox, Jahan

Sent: Thursday, April 19, 2018 12:34 PM

To: Barnet, Henry <Barnet. Henry@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar, Helena@epa.gov>

Cc: Mazakas, Pam < <u>Mazakas.Pam@epa.gov</u>> **Subject:** RE: questions for our latest story

Can I get a new or updated statement?

This is what I was going to draft that was going to come from me but it's not as strong: "EPA Protective Service Detail was looking to setup a command post, which is standard procedure in the federal government and decided against the idea to rent an apartment that would've served as the command post."

As always we put everything through an approval, so don't think I will just take what you send and not loop Ryan and Susan in.

From: Barnet, Henry

Sent: Thursday, April 19, 2018 12:32 PM

To: Wilcox, Jahan <wilcox, jahan@epa.goy>; Wooden-Aguilar, Helena <Wooden-Aguilar, Helena@epa.goy>

Cc: Mazakas, Pam < <u>Mazakas.Pam@epa.gov</u>>
Subject: RE: questions for our latest story

I would search for it but I've been having issues with my Outlook. Currently, I can't search beyond 2018 and OEI has been unsuccessful in diagnosing and fixing the problem for several weeks now.

Henry E. Barnet, Director
Office of Criminal Enforcement, Forensics & Training
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC South Room 1211
Washington, D.C. 20004
202.564.2480

From: Wilcox, Jahan

Sent: Thursday, April 19, 2018 12:17 PM

To: Barnet, Henry < Barnet. Henry@epa.gov>; Wooden-Aguilar, Helena < Wooden-Aguilar. Helena@epa.gov>

Cc: Mazakas, Pam < <u>Mazakas.Pam@epa.gov</u>>
Subject: RE: questions for our latest story

I do not. Could I get it?

From: Barnet, Henry

Sent: Thursday, April 19, 2018 12:01 PM

To: Wooden-Aguilar, Helena < Wooden-Aguilar, Helena@epa.gov>

Cc: Mazakas, Pam < Mazakas. Pam@epa.gov>; Wilcox, Jahan < wilcox.jahan@epa.gov>

Subject: Re: questions for our latest story

Does anyone have the response he is referring to from me about the apartment?

Henry E. Barnet, Director
Office of Criminal Enforcement, Forensics & Training
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC South Room 1211
Washington, D.C. 20004
202.564.2480

On Apr 19, 2018, at 10:25 AM, Wooden-Aguilar, Helena < Wooden-Aguilar. Helena@epa.gov> wrote:

Hello Folks - I have a request from the press office for information.

If you could help me track down the information that would be helpful as soon as you can that would be great. I have looped Susan in as a FYI.

Helena

Helena Wooden-Aguilar Acting Deputy Chief of Staff Office of the Administrator U.S. Environmental Protection Agency

Begin forwarded message:

From: "Wilcox, Jahan" <wilcox.jahan@epa.gov>

Date: April 19, 2018 at 10:20:40 AM EDT

To: "Wooden-Aguilar, Helena" < Wooden-Aguilar, Helena@epa.gov>

Cc: "Jackson, Ryan" < jackson.ryan@epa.gov>
Subject: FW: questions for our latest story

Helena, can you help me find these answers please?

1: We know that Mr. Pruitt switched the aging four-door car used by his predecessor as AG for a Chevy Tahoe. We'd like to know what year that was, and the cost of the vehicle, which was funded by DPS. DPS is pulling the records, but it is taking some time to get them.

4: We are writing about the proposal to house his overnight detail in an apartment when he lived on U St, a plan which did not materialize because he moved back to the Hill. If you care to share a comment on that, feel free, but you don't need to because we have Henry Barnet's written explanation for the move.

From: Eilperin, Juliet [mailto:Juliet.Eilperin@washpost.com]

Sent: Thursday, April 19, 2018 10:03 AM

To: Wilcox, Jahan <wilcox.jahan@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>;

Dennis, Brady Brady <a href="mailto:Brady.D

Subject: questions for our latest story

Dear Jahan,

As we discussed last night, we are doing a story that will cover some of Administrator Pruitt's activities in Oklahoma, and additional activities in DC. We are sending several questions now, and then we can discuss what responses need to be incorporated into the piece (which is still being drafted). We are planning to post the piece online sometime today, but want to give you time to look into some of these things. Also, we have sought to get some questions answered by folks in OK, since they have easier access to those records.

Here they are, and Brady can follow up if I'm missing anything:

- We know that Mr. Pruitt switched the aging four-door car used by his
 predecessor as AG for a Chevy Tahoe. We'd like to know what year that was,
 and the cost of the vehicle, which was funded by DPS. DPS is pulling the
 records, but it is taking some time to get them.
- 2. The AG's office has confirmed that he had a full time staffer who drove him to and from Tulsa to Oklahoma City when he commuted there, and also served as a gun-carrying agent in the office. (This individual was a retired Tulsa police

- officer.) Did he have any other members of his detail while serving as AG, or is that a comprehensive summary?
- 3. We were looking at the two leadership PACs affiliated with Mr. Pruitt, which were created in 2015. They list a number of stays in hotels across the country, but don't specify which individual stayed in these places. Were the vast majority of these stays—in Sofitels, the Intercontinental and the Ritz-Carlton—Mr. Pruitt's, or were they other staffers?
- 4. We are writing about the proposal to house his overnight detail in an apartment when he lived on U St, a plan which did not materialize because he moved back to the Hill. If you care to share a comment on that, feel free, but you don't need to because we have Henry Barnet's written explanation for the move.
- 5. We will mention that before Secretary Tom Price resigned, Mr. Pruitt frequently urged his staff to secure private and military jets for him. Since we've written versions of this before, this probably doesn't need a comment, but we wanted to flag it.
- 6. We are also mentioning two other plans that didn't materialize: the installation of a key card swipe system for the doors leading to the outer reception area of his office (which we discussed last night) and a plan to have an aide compile news clips about his work and deliver them to his home by 7 am, before he headed to the office. You don't need to send a comment on this, obviously, but can if you'd like.
- 7. We will quote from the two emails sent by Sarah Greenwalt and Milan Hupp, attached here. We've already included the comment on salary decisions that you made on Monday, as we discussed yesterday.
- 8. We will mention that Kevin Chmieleweski told congressional investigators that after Ryan Jackson raised questions about the Morocco trip and suggested a large group of aides participate in scheduling meetings, Mr. Pruitt sent a text rejecting that idea. Instead, he limited his scheduling meetings to include his senior counsel Sarah Greenwalt, director of scheduling and advance Millan Hupp and deputy White House liaison Hayley Ford. A fourth aide, Elizabeth "Tate" Bennett sometimes participates in meetings on domestic travel.
- 9. We will include an account of the White House meeting that took place on April 9, which included President Trump, Administrator Pruitt, Agriculture Secretary Sonny Perdue and top White House staffers such as chief of staff John Kelly and White House counsel Donald F. McGahn. Here is an account of that meeting, according to two administration officials familiar with the exchange:

The president started the session by remarking that had been a "rough week" for Pruitt, and then mused whether the administrator had actually paid market rate for his \$50-a-night Capitol Hill rental.

After indicating that the rental might pass muster, Trump remarked that Pruitt had given some aides "big raises."

Pruitt emphasized that he was unaware of the pay increases and had learned about them after they were approved.

"Scott, you've also let a lot of people go, right, a lot of bureaucrats?" Trump asked "We're down to Reagan-era levels," Pruitt said, drawing an approving nod from Trump. Trump concluded the exchange with Pruitt by telling him to "cool it" going forward.

Thanks so much, and you know where to reach us. I'm on my cell for much of the morning, then in the office. Brady is at the office.

Thanks again, Juliet

Juliet Eilperin

Senior National Affairs Correspondent Washington Post

Juliet.eilperin@washpost.com

(O) 202-334-7774

(C) 202-302-3663

@eilperin

<greenwalt227.pdf>

<hupp319.pdf>

Message

From: Wilcox, Jahan [wilcox.jahan@epa.gov]

Sent: 4/10/2018 1:43:55 PM

To: Barnet, Henry [Barnet.Henry@epa.gov]; Bodine, Susan [bodine.susan@epa.gov]; Traylor, Patrick

[traylor.patrick@epa.gov]; Jackson, Ryan [jackson.ryan@epa.gov]; Kelly, Albert [kelly.albert@epa.gov]; Leopold,

Matt [Leopold.Matt@epa.gov]; Bowman, Liz [Bowman.Liz@epa.gov]

Subject: APPROVAL: Security spending

Moving this email towards the top of the inbox.

From: Wilcox, Jahan

Sent: Tuesday, April 10, 2018 8:37 AM

To: Barnet, Henry <Barnet.Henry@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Traylor, Patrick <traylor.patrick@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt

<Leopold.Matt@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>

Subject: FW: Security spending

Below are draft responses in bold. Every statement – with the exception of the motorcade in Italy – has been approved and already used somewhere. Please feel free to edit or put someone else name behind the statements.

Before we send I will need the approval from: Susan, Henry and RJ. Our deadline is 10:00 AM ET.

Good evening!

We are working on a story taking a close look at various security decisions at the EPA over the past year and a half -- and the role that Pasquale 'Nino' Perrotta had in justifying them.

I would appreciate any response/comment/context you may have on the story, ideally by late morning tomorrow.

EPA Statement: "According to EPA's Assistant Inspector General, Scott Pruitt has faced an
unprecedented amount of death threats against him and security decisions are made by EPA's
Protective Service Detail. Americans should all agree that members of the President's cabinet should
be kept safe from these violent threats." – EPA spokesman, Jahan Wilcox

Our reporting indicates that Mr. Perrotta was a driving force behind many of the decisions, including the shift to first-class travel, the installation of biometric locks and security sweeps of Administrator Pruitt's office.

- **First-Class Travel:** Referring you to our statement made to CBS News https://www.cbsnews.com/news/scott-pruitt-my-very-next-flight-will-be-coach-epa-administrator-the-takeout-interview/
- Security Sweeps: "Similar security sweep were done for EPA Administrator Lisa Jackson and EPA Administrator Gina McCarthy." – EPA spokesman, Jahan Wilcox

There is an assertion that Perrotta got the lead job protecting Pruitt after the previous head of his detail questioned some security decisions and was reassigned.

Detail: "We have no knowledge of anyone being removed from the Detail for not using lights and sirens and with regards to the use of lights and sirens; the security Detail for the past 15 years has used them in very limited fashion. i.e. to avoid possible compromise of the vehicle in a flow of traffic. This is a typical practice amongst the protective community." – EPA Chief of Staff, Ryan Jackson

There will likely be an assertion that Perrotta has endorsed many moves to boost security and that he's at the center of these decisions to ramp-up spending on security some critics deride as "ridiculous."

Specifically, we may note that Perrotta played a critical role justifying the decision to shift from door-to-door protection of the administrator to around-the-clock protection, a move that means at least 19 agents are required to guard the administrator day and night though according to six weeks of schedules obtained by Sen. Whitehouse, that number may have climbed as high as 32.

EPA Statement: "According to EPA's Assistant Inspector General, Scott Pruitt has faced an
unprecedented amount of death threats against him and security decisions are made by EPA's
Protective Service Detail. Americans should all agree that members of the President's cabinet should
be kept safe from these violent threats." – EPA spokesman, Jahan Wilcox

We are likely to note that one of the security decisions -- to sweep the administrator's office for bugs -- enriched a Perrotta partner, Edwin Steinmetz.

• EPA Statement: "Security sweeps are common practice in government and former EPA Administrator Lisa Jackson had her office swept. We looked at a couple of different vendors and our career administrative officials approved locks that are used for the Inspector General and other offices within EPA." – EPA spokesman, Jahan Wilcox

There may be an assertion that Perrotta's decisions have elevated his stature at the EPA and he has traveled first class with the administrator.

We may repeat the AP's assertion that Perrotta arranged for private security guards during the trip to Italy who arranged "an expansive motorcade" for Administrator Pruitt.

• EPA Statement: "Administrator Pruitt attended numerous G7 meetings with his bilateral counterparts and in terms of security, EPA's Protective Service Detail tried to replicate the same security measures taken when EPA Administrator Gina McCarthy traveled to Italy in 2015." — EPA spokesman, Jahan Wilcox

We may repeat the AP's assertion that total security costs have reached nearly \$3 million, including pay and travel expenses for protective detail.

EPA Statement: "According to EPA's Assistant Inspector General, Scott Pruitt has faced an
unprecedented amount of death threats against him and security decisions are made by EPA's
Protective Service Detail. Americans should all agree that members of the President's cabinet should
be kept safe from these violent threats." – EPA spokesman, Jahan Wilcox

We also may assert that five EPA officials who questioned the steep ramp-up in security were reassigned or demoted, according to the New York Times, including Eric Weese, the previous head of Pruitt's security team.

Thanks for your consideration.

Jen.

From: wilcox.jahan@epa.gov At: 04/09/18 22:30:45 To: Jennifer A. Dlouhy (BLOOMBERG/ NEWSROOM:)

Cc: Press@epa.gov

Subject: Re: Security spending

Can we circle back tomorrow?

Sent from my iPhone

On Apr 9, 2018, at 10:27 PM, Jennifer A. Dlouhy (BLOOMBERG/NEWSROOM:) <jdlouhy1@bloomberg.net> wrote:

Good evening!

We are working on a story taking a close look at various security decisions at the EPA over the past year and a half -- and the role that Pasquale 'Nino' Perrotta had in justifying them.

I would appreciate any response/comment/context you may have on the story, ideally by late morning tomorrow.

Our reporting indicates that Mr. Perrotta was a driving force behind many of the decisions, including the shift to first-class travel, the installation of biometric locks and securty sweeps of Administrator Pruitt's office.

There is an assertion that Perrotta got the lead job protecting Pruitt after the previous head of his detail questioned some security decisions and was reassinged.

There will likely be an assertion that Perrotta has endorsed many moves to boost security and that he's at the center of these decisions to ramp-up spending on security some critics deride as "ridiculous."

Specifically, we may note that Perrotta played a critical role justifying the decision to shift from door-to-door protection of the administrator to around-the-clock protection, a move that means at least 19 agents are required to guard the administrator day and night though according to six weeks of schedules obtained by Sen. Whitehouse, that number may have climbed as high as 32.

We are likely to note that one of the security decisions -- to sweep the administrator's office for bugs -- enriched a Perrotta partner, Edwin Steinmetz.

There may be an assertion that Perrotta's decisions have elevated his stature at the EPA and he has traveled first class with the administrator.

We may repeat the AP's assertion that Perrotta arranged for private security guards during the trip to Italy who arranged "an expansive motorcade" for Administrator Pruitt.

We may repeat the AP's assertion that total security costs have reached nearly \$3 million, including pay and travel expenses for protective detail.

We also may assert that five EPA officials who questioned the steep ramp-up in security were reassigned or demoted, according to the New York Times, including Eric Weese, the previous head of Pruitt's security team.

hanks for your consideration.	
en.	

.....

Jennifer A. Dlouhy jdlouhy1@bloomberg.net / jendlouhyenergy@gmail.com reporterjen@protonmail.com

Desk: 202.807.2159

Cell/Text/Signal: 202.905.3257

Twitter: @jendlouhyhc

Stories: http://bloom.bg/23Crpvk

Barnet, Henry

From: Jackson, Ryan

Sent: Saturday, March 25, 2017 4:05 PM

To: Barnet, Henry Cc: Reeder, John

Subject: Re: Perrotta Resume 2 4 2017.pdf

Categories: EZ Record - Private, Record Saved - Private

Sounds great. Thank you.

Ryan Jackson Chief of Staff U.S. EPA (202) 564-6999

On Mar 25, 2017, at 3:43 PM, Barnet, Henry <Barnet.Henry @epa.gov> wrote:

Ultimately, the Administrator needs to feel comfortable with the PSD leader. I also had a good conversation with Nino after we met. The key is communication among all of us to keep things running smoothly and address issues quickly.

I did a little follow up and my understanding is we did a 14/15 position for the previous PSD SAC under Administrator Lisa Jackson. I can do a 120 detail for Nino to fill the immediate supervisory need and prepare an announcement for the permanent position.

CID is extremely short staffed so I will find a suitable assignment for Eric Weese. Eric is a former CID agent and will be a welcome addition. I will meet with him on Monday to begin the transition from PSD to CID.

I'll locate the PSD 14/15 position description and get things moving.

Sound good?

Henry

Henry E. Barnet, Director Office of Criminal Enforcement, Forensics & Training U.S. Environmental Protection Agency 1200 Pennsylvania Avenue, N.W. WJC South Room 1211 Washington, D.C. 20004 202.564.2480

On Mar 25, 2017, at 3:00 PM, Jackson, Ryan < iackson.ryan@epa.gov> wrote:

So he's presently a GS13. A GS14 could lead the detail. When did he become a GS13? He's nearly 50 years old, a graduate of Fordham with a BA and Masters, has been in security and law enforcement for his entire career including stints

with DHS, the Secret Service, and international postings. He's been with the Agency for a dozen years. Plus he recognizes where there are holes and patches them making issues like advance, protection, and finding information rather than waiting for it to find him something I don't have to worry about. I can guarantee the Administrator will feel much more at ease. I don't understand the hesitation literally in the least. If in some unforeseen way this doesn't work I would frankly be shocked and we can change it.

Ryan Jackson Chief of Staff U.S. EPA (202) 564-6999

On Mar 24, 2017, at 6:31 PM, Barnet, Henry < Barnet, Henry @epa.gov > wrote:

Nino told me he has only served 90 days on detail at the GS14 level.

Henry E. Barnet, Director
Office of Criminal Enforcement, Forensics & Training
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC South Room 1211
Washington, D.C. 20004
202.564.2480

From: Perrotta, Pasquale

Sent: Friday, March 24, 2017 5:02 PM **To:** Barnet, Henry < <u>Barnet, Henry@epa.gov</u>> **Subject:** Perrotta Resume 2 4 2017.pdf

Sir,

I've attached my resume and if you need anything else just let me know.

Yours, Nino

<Perrotta Resume 2 4 2017.pdf>

Sent from my iPhone

Barnet, Henry

From: Kling, David

Sent: Monday, April 17, 2017 10:19 PM

To: Perrotta, Pasquale

Cc: Sullivan, Patrick F.; Barnet, Henry; Muskett, Thomas; Satter, Mark; Ulmer, Craig; Williams,

Allan C. - DC OIG; Reeder, John; Caraballo, Mario; Martin, JohnC; Flynn, Mike; Blake,

Wendy; Youngblood, Charlotte; Minoli, Kevin; Williams, Steven

Subject: RE: b6/b7C omorrow (Tues., 4/18)

Categories: EZ Record - Private

I'm confused, Nino. I thought PSD asked b6/b7c to cover this activity and take the trip.

We've made him available -- make a decision, as he is scheduled to leave early in the morning.

> Patrick - Are you making this determination?

Sent from my Windows Phone

From: Perrotta, Pasquale Sent: 4/17/2017 9:33 PM

To: Kling, David

Cc: Sullivan, Patrick F.; Barnet, Henry; Muskett, Thomas; Satter, Mark; Ulmer, Craig; Williams, Allan C. - DC OIG; Reeder, John; Caraballo, Mario; Martin, JohnC; Flynn, Mike; Blake, Wendy; Youngblood, Charlotte; Minoli, Kevin; Williams, Steven

Subject: Re: b6/b7C Tomorrow (Tues., 4/18)

Dave - please don't worry about PSD. I have 20 years in this business and we are fine plus tomorrow is security advance and afterwards b6/b7c is more than welcome to join the team.

Please leave the PSD mission out of the equation.

V/r,

Nino Perrotta | Acting Special Agent in Charge U.S. Environmental Protection Agency | Protective Service Detail |

Perrotta.Pasquale@epa.gov | www.epa.gov

b6 cell phone



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Help EPA fight pollution. Report environmental violations at http://www.epa.gov/tips

Sent from my iPhone

On Apr 17, 2017, at 9:30 PM, Kling, David < Kling. Dave@epa.gov > wrote:

Thanks, Nino. And sorry if you're caught in the middle.

Patrick -

I appreciate the larger investigation and we'll certainly cooperate.

However, I don't understand why believe shouldn't help protect the Administrator, as originally planned, on his trip to Chicago tomorrow (Tues., 4/18), especially after I already addressed a number of your preliminary questions on this matter.

Enforcement Techniques / Ex. 7(e)

It seems disruptive to pull b6/b7c back at the last minute and before you've contacted **Ex. 7(e)** As far as I'm concerned, b6/b7c should follow through with his trip tomorrow and we'll follow up when he returns.

Sent from my Windows Phone

From: Perrotta, Pasquale Sent: 4/17/2017 8:37 PM

To: Kling, David

Cc: Kling, David; Barnet, Henry; Muskett, Thomas; Satter, Mark; Ulmer, Craig; Williams, Allan C. - DC OIG;

Sullivan, Patrick F.

Subject: Re: Interview of b6/7(C)

David

As per our most recent conversation, I have no authority to discuss what needs to happen and when it needs to happen with regards to the interview of **b6/7(C)**

Please direct all your calls and increase to the office of the Inspector General or to my immediate supervisor Pam Mazakas.

As far as I am concerned per the instructions of the office of the Inspector General **b6/7(C)** needs to report at 10 AM tomorrow for his interview.

Nino Perrotta | Acting Special Agent in Charge U.S. Environmental Protection Agency | Protective Service Detail |

Perrotta.Pasquale@epa.gov | www.epa.gov

Ex. 6 cell phone



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Help EPA fight pollution. Report environmental violations at http://www.epa.gov/tips

Sent from my iPhone

On Apr 17, 2017, at 8:09 PM, Sullivan, Patrick F. <Sullivan.Patrick@epa.gov> wrote:

David,

As we discussed earlier today, **Ex. 6/7(C)** hame has come up, along with 60 other EPA employees, as having an unauthorized application on his EPA issued mobile device.

Enforcement Techniques / Ex. 7(e)

Ex. 6/7(C) will need to be interviewed, just like the other 60 employees.

And as you know, the OIG learned today that was involved with another EPA employee whom we interviewed today in this case. It was because of this other employee's interview that caused me to immediately call you and thereby let you know

Ex. 6/7(C) as the reason he had the unauthorized application on his mobile device. That's why I told you that Ex. 6/7(C) hame is on the list of 60 employees.

Prior to learning about this other employee, the OIG Washington Field Office (WFO) had been trying to contact [Ex. 67/CO] o arrange an interview with him for the past week. Due to his work commitment to the Protective Services Detail (PSD) and annual leave, he has not been available.

I contacted [Ex. 6/7(C)] temporary supervisor on PSD, acting Special Agent in Charge (SAC) Nino Perrotta, and asked him to instruct [Ex. 6/7(c)] to report to the OIG WFO, room B140, EPA West, at 10:00am, tomorrow, April 18, for an interview. This interview should take no more than an hour, and [Ex. 6/7(c)] will be able to fly out in the early afternoon to make his trip to Chicago for PSD. Acting SAC Perrotta told us it is not a problem for [Ex. 6/7(c)] o fly to Chicago tomorrow afternoon, as the Administrator is not arriving in Chicago until Wednesday morning.

The OIG agents assigned to interview [EX. 6/7(C)] will treat him with the utmost respect. He will be asked the same questions we are asking the other 60 EPA employees. If [Ex. 6/7(C)] feels there are certain questions he cannot answer, he is free not to answer.

Per the instructions of acting SAC Perrotta, we do expect [Ex. 6/7(c)] to appear for the interview tomorrow morning.

Thank you,

Patrick F. Sullivan

Assistant Inspector General for Investigations

EPA Office of Inspector General

Desk: (202) 566-0308

Personal Security Detail / Ex. 6

FAX: (202) 566-0814

Email: sullivan.patrick@epa.gov

To report fraud, waste or abuse impacting EPA, please contact the EPA OIG Hotline via telephone numbers 202-566-2476 or 888-546-8740, fax 202-566-2599, or email at oig_hotline@epa.gov

To report threats directed against EPA employees, contractors, facilities and assets, please email report.EPA.threats@epa.gov

Message

From: Barnet, Henry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB4045A7CA97475698CFCE824AE664B1-BARNET, HENRY]

Sent: 4/10/2018 4:35:37 PM

To: Perrotta, Pasquale [Perrotta.Pasquale@epa.gov]

Subject: FW: Security spending

FYI – just noticed you weren't copied on these.

Henry E. Barnet, Director
Office of Criminal Enforcement, Forensics & Training
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC South Room 1211
Washington, D.C. 20004
202.564.2480

From: Bodine, Susan

Sent: Tuesday, April 10, 2018 9:50 AM **To:** Barnet, Henry < Barnet. Henry@epa.gov>

Cc: Wilcox, Jahan <wilcox.jahan@epa.gov>; Traylor, Patrick <traylor.patrick@epa.gov>; Jackson, Ryan

<jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt <Leopold.Matt@epa.gov>; Bowman, Liz

<Bowman.Liz@epa.gov>

Subject: Re: Security spending

I agree with Henry

Sent from my iPhone

On Apr 10, 2018, at 9:46 AM, Barnet, Henry < Barnet. Henry@epa.gov > wrote:

Jahan,

The only edit I made was to take out the example in the lights and siren response. Our OCEFT policy is very specific on the use of blue lights for only emergency situations.

I'm available on my cell Personal Matters / Ex. 6

Thanks,

Henry

Henry E. Barnet, Director
Office of Criminal Enforcement, Forensics & Training
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC South Room 1211
Washington, D.C. 20004
202.564.2480

On Apr 10, 2018, at 8:37 AM, Wilcox, Jahan < wilcox, jahan@epa.gov > wrote:

Below are draft responses in bold. Every statement – with the exception of the motorcade in Italy – has been approved and already used somewhere. Please feel free to edit or put someone else name behind the statements.

Before we send I will need the approval from: Susan, Henry and RJ. Our deadline is 10:00 AM ET.

Good evening!

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I would appreciate any response/comment/context you may have on the story, ideally by late morning tomorrow.

EPA Statement: "According to EPA's Assistant Inspector General, Scott
Pruitt has faced an unprecedented amount of death threats against him
and security decisions are made by EPA's Protective Service Detail.
Americans should all agree that members of the President's cabinet
should be kept safe from these violent threats." – EPA spokesman,
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Our reporting indicates that Mr. Perrotta was a driving force behind many of the decisions, including the shift to first-class travel, the installation of biometric locks and security sweeps of Administrator Pruitt's office.

- **First-Class Travel:** Referring you to our statement made to CBS News https://www.cbsnews.com/news/scott-pruitt-my-very-next-flight-will-be-coach-epa-administrator-the-takeout-interview/
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 Administrator Lisa Jackson and EPA Administrator Gina McCarthy." –
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There is an assertion that Perrotta got the lead job protecting Pruitt after the previous head of his detail questioned some security decisions and was reassigned.

Detail: "We have no knowledge of anyone being removed from the
Detail for not using lights and sirens and with regards to the use of
lights and sirens; the security Detail for the past 15 years has used them
in very limited fashion. This is a typical practice amongst the protective
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There will likely be an assertion that Perrotta has endorsed many moves to boost security and that he's at the center of these decisions to ramp-up spending on security some critics deride as "ridiculous."

Specifically, we may note that Perrotta played a critical role justifying the decision to shift from door-to-door protection of the administrator to around-the-clock protection, a move that means at least 19 agents are required to guard the administrator day and night though according to six weeks of schedules obtained by Sen. Whitehouse, that number may have climbed as high as 32.

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We also may assert that five EPA officials who questioned the steep ramp-up in security were reassigned or demoted, according to the New York Times, including Eric Weese, the previous head of Pruitt's security team.

Thanks for your consideration.

Jen.

```
From: wilcox.jahan@epa.gov At: 04/09/18 22:30:45
To: Jennifer A. Dlouhy (BLOOMBERG/ NEWSROOM: )
Cc: Press@epa.gov
Subject: Re: Security spending
Can we circle back tomorrow?
Sent from my iPhone

On Apr 9, 2018, at 10:27 PM, Jennifer A.
Dlouhy (BLOOMBERG/ NEWSROOM:)
<jdlouhy1@bloomberg.net> wrote:
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~~~~

Jennifer A. Dlouhy jdlouhy1@bloomberg.net / jendlouhyenergy@gmail.com reporterjen@protonmail.com

Desk: 202.807.2159

Cell/Text/Signal: 202.905.3257

Twitter: @jendlouhyhc

Stories: http://bloom.bg/23Crpvk

### Message

From: Barnet, Henry [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB4045A7CA97475698CFCE824AE664B1-BARNET, HENRY]

**Sent**: 4/10/2018 1:16:11 PM

To: Mazakas, Pam [Mazakas.Pam@epa.gov]

Subject: FW: Security spending

FYI

Henry E. Barnet, Director
Office of Criminal Enforcement, Forensics & Training
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
WJC South Room 1211
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202.564.2480

From: Wilcox, Jahan

**Sent:** Tuesday, April 10, 2018 8:37 AM

**To:** Barnet, Henry <Barnet.Henry@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Traylor, Patrick <traylor.patrick@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Kelly, Albert <kelly.albert@epa.gov>; Leopold, Matt

<Leopold.Matt@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>

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Cc: Press@epa.gov

Subject: Re: Security spending

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Sent from my iPhone

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| Jen. |  |  |  |
|------|--|--|--|
|      |  |  |  |

w.w.m

Jennifer A. Dlouhy jdlouhy1@bloomberg.net / jendlouhyenergy@gmail.com reporterjen@protonmail.com

Desk: 202.807.2159

Cell/Text/Signal: 202.905.3257

Thanks for your consideration.

Twitter: @jendlouhyhc

Stories: http://bloom.bg/23Crpvk

### Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]

**Sent**: 7/5/2018 11:56:37 PM

**To**: Wilcox, Jahan [wilcox.jahan@epa.gov]

CC: Konkus, John [konkus.john@epa.gov]; Ferguson, Lincoln [ferguson.lincoln@epa.gov]; Minoli, Kevin

[Minoli.Kevin@epa.gov]; Leopold, Matt (OGC) [Leopold.Matt@epa.gov]

Subject: RE: APPROVAL: EPA Statement Regarding Kevin Chmielewski

I think we can ignore this for now. Hopefully, this is something we can now avoid.

From: Jackson, Ryan

Sent: Thursday, July 5, 2018 2:58 PM
To: Wilcox, Jahan < wilcox.jahan@epa.gov>

Cc: Konkus, John <konkus.john@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>; Minoli, Kevin

<Minoli.Kevin@epa.gov>; Leopold, Matt (OGC) <Leopold.Matt@epa.gov>
Subject: Re: APPROVAL: EPA Statement Regarding Kevin Chmielewski

So what we believe we need to do is explicitly state that Kevin is not credible and was dismissed due to performance issues regardless of this opening paragraph.

The reason why I believe that is important is because we chase and provide answers to all kinds of things he tells reporters hoping to get ink. They are ridiculous. Like the most recent thing he got placed in CNN which is ridiculous but it gets covered like it could be true.

I think we need to release a statement from EPA saying he's not credible and provide some examples and moving forward we refer every inquiry where he is a source back to that statement. We literally get questions every other day based on him calling some reporter with something else he's spreading.

The point of involving OGC is to be able to do this in the right way which doesn't subject other personnel to liability. It's not worth that happening.

I would amend the statement somewhat to read like this:

"This past spring, Kevin Chmielewski left EPA and there were numerous work-related problems including failing to consistently fill out his timecards, which received the attention of EPA's Inspector General, failing to perform his duties advancing travel logistics, and involving himself in agency business far from his duties such as trying to arbitrate who among EPA's offices of homeland security and criminal investigations are authorized to carry firearms. Since this time, Mr. Chmielewski has been spreading deliberately false information and any news organizations using him as a source jeopardizes the credibility of their reporting. EPA will no longer be commenting on any inquiries submitted that use him as a source. EPA has benefited from Chmielewski's absence." — EPA spokesperson

| Chief of Staff |
|----------------|
| U.S. EPA       |
| Ex. 6          |

On Jul 5, 2018, at 1:41 PM, Wilcox, Jahan <wilcox.jahan@epa.gov> wrote:

Kevin Chmielewski is consistently able to make up false statements and it's really hard to disprove things that never happened. Curious if we could get this statement approved from the EPA?

The U.S. Environmental Protection Agency (EPA) released the following statement regarding Kevin Chmielewski:

"This past spring, Kevin Chmielewski left EPA and there were numerous work-related problems including failing to consistently fill out his timecards, which received the attention of EPA's Inspector General. Since this time, Mr. Chmielewski has been spreading deliberately false information and any news organizations using him as a source jeopardizes the credibility of their reporting. EPA will no longer be commenting on any inquiries submitted that use him as a source." — EPA spokesperson

**BACKGROUND** ...

Chmielewski falsely claimed that Cardinal Pell the reason Administrator Pruitt visited the Holy See was to see Cardinal Pell and that he was his host. "'All of our time at the Vatican was spent with Cardinal Pell. Cardinal Pell was basically our host. I mean, that was who we were going to meet with,' Chmielewski said." (CNN, 07/03/18)

• The purpose of Administrator Pruitt's trip to the Holy See and Italy was for the G-7 Environmental Summit. "U.S. EPA Administrator Scott Pruitt attended his first G7 Environmental Ministerial Meeting, taking part in thoughtful bilateral discussions with his G7 counterparts. Less than two weeks after President Trump announced the United States' withdrawal from the Paris Accord, Administrator Pruitt emphasized now is the time to move forward with a discussion to find ways to positively engage with other countries in order to protect and use our natural resources. 'The United States has always been a world leader when it comes to environmental stewardship, and that was demonstrated on a global stage today,' Administrator Pruitt said. 'I believe engaging in international discussion is of the utmost importance to the United States when it comes to environmental issues. I want to thank the government of Italy and Minister Galletti for the tremendous hospitality and leadership over this meeting.'" (Press Release, 06/11/17)

Chmielewski falsely claimed that he was fired because he refused to retroactively approve first-class travel. "A former top EPA staffer has told Democratic lawmakers that the agency fired him after he refused to retroactively approve the first-class travel of one of Administrator Scott Pruitt's closest aides, according to letters made public Thursday." (Politico, 04/12/18)

• In a memorandum dated before the trip, the career EPA Acting Deputy Chief of Staff approved Ms. Dravis flights to Morocco. "Ms. Dravis will also be travelling from Morocco to Washington, D.C. on December 13, 2017, a flight that is in excess of 14 hours. The Office of the Administrator has authorized its representatives to travel in business class based on the exemptions allowed under the Federal Travel Regulations (41 C.F.R. 301-10.125a). Total flight time including the layover from Morocco to Washington, D.C. is 16 hours and 55 minutes." (EPA Memorandum, See Attachment, 12/08/17)

Chmielewski falsely claimed there was no reason for a person to fly first class, but GSA's federal travel policy says otherwise. "The Trump campaign veteran says he believes he started being pushed out after he refused to sign off on first-class flights for one of Pruitt's aides. Chmielewski said there was no reason for that person to fly first class."

GSA's Federal Travel Regulations for flights longer than 14 hours. "301-10.124 When may I use business-class airline accommodations? Only when your agency specifically authorizes/approves your use of such accommodations, for the reasons given under paragraphs (a) through (i) of this section. ... (h) Where the origin and/or destination are OCONUS, and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. (In this instance you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.)" (GSA's Federal Travel Regulations, Accessed 01/01/04)

Chmielewski falsely claimed that EPA was paying leases for artwork on loan from the Smithsonian Institution. "One thing Chmielewski told Democrats was that EPA was 'paying leases for art on loan from the Smithsonian Institution' to furnish Pruitt's office. Chmielewski's also claimed Pruitt 'spent well beyond the \$5,000 allowed by law to decorate' his office, which included 'refinishing an antique desk, purchasing an additional standing desk.' Smithsonian Institution's chief spokeswoman, however, told the New Republic's Emily Atkin they don't lease artwork to federal agencies." (The Daily Caller, 4/13/18)

• The Smithsonian Institution said there was no charge for artwork on loan. "[Smithsonian Institution] Spokeswoman Linda St. Thomas 'we do not charge' for artwork on loan. Atkin noted '[p]aintings and sculptures not on view in the museums are routinely loaned to members of Congress, the Supreme Court, and the White House, she said.' St. Thomas said 'President Barack Obama's EPA administrators also loaned paintings from the Smithsonian American Art Museum,' Atkin reported." (The Daily Caller, 4/13/18)

From: Martin, JohnC [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A07FD92774854F3882B78DF7081E5BDA-JMARTI07]

**Sent**: 4/6/2018 11:45:58 AM

To: Morano, Clinton J. Ex. 6 Personal Privacy (PP)

Subject: Re: Questions related to your work assignment

Will do. I appreciate your help.

JM

John C. Martin
Intelligence Advisor/Special Agent
U.S. EPA - Office of the Administrator
Office of Homeland Security
202-564-2616 office

## Personal Matters / Ex. 6

On Apr 6, 2018, at 7:35 AM, Morano, Clinton J. Ex. 6 Personal Privacy (PP) wrote:

No, go on FBINET to public affairs. I used them once. I sent an email to the Unit Chief over there.

From: Martin, JohnC [mailto:Martin.JohnC@epa.gov]

Sent: Friday, April 06, 2018 6:58 AM

To: Morano, Clinton J. Ex. 6 Personal Privacy (PP)
Subject: Re: Questions related to your work assignment

Thanks. Is there a CTD rep we should go thru? If not, I can just look their group up on FBINET and go from there.

JM

John C. Martin Intelligence Advisor/Special Agent U.S. EPA - Office of the Administrator Office of Homeland Security 202-564-2616 office

## Personal Matters / Ex. 6

On Apr 6, 2018, at 6:36 AM, Morano, Clinton J. **Ex. 6 Personal Privacy (PP)** wrote:

Yes we do. I couldn't tell you the exact protocols, but the Public Affairs Office will be able to give you guidance.

From: Martin, JohnC [mailto:Martin.JohnC@epa.gov]

**Sent:** Thursday, April 05, 2018 8:52 PM

To: Morano, Clinton J. Ex. 6 Personal Privacy (PP)
Subject: Fwd: Questions related to your work assignment

Does the FBI have a policy about reporting press contacts? As you may remember, I used to work on Administrator Pruitt's Protection Detail. For a short time, I was the Acting SAC. Anyway, given the recent press interest in the Administrator I was contacted today by The NY Times looking for information.

If I need to report this type of contact to you or someone else or give you more details, please let me know.

JM

John C. Martin
Intelligence Advisor/Special Agent
U.S. EPA - Office of the Administrator
Office of Homeland Security
202-564-2616 office

## Personal Matters / Ex. 6

Begin forwarded message:

From: "Lipton, Eric" < lipton@nytimes.com > Date: April 5, 2018 at 11:32:40 AM EDT

To: Martin.johnc@epa.gov

Subject: Questions related to your work assignment

Hello Mr. Martin

I am writing you because we are working on a story that will be mentioning that you raised objections to issues with respect to the way security detail was being handled by the Pruitt team, and that after you raised these concerns you were transferred to a different assignment.

I wanted to ask you about this and to go over the specific allegations you raised and how you feel about the fact that you were transferred after you raised these issues.

I would appreciate if you could ring me or write me back to discuss these matters. I need a response today to these questions. For your information, I am also going to be asking Public Affairs about this, as we are aware that several individuals at EPA, who worked no operations in the administrator's office, and another individual who led the security team, also found themselves in new jobs after raising similar concerns.

In addition to getting your input, I need to ask the agency to respond to the fact that we are aware of these transfers and ask them why they took place, and it it was appropriate to transfer people like you after they raised issues about actions related to Mr. Pruitt and spending and security.

Thank you in advance. I can be reached at 202 862 0448

Eric

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From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]

**Sent**: 8/23/2017 7:00:17 PM

**To**: Flynn, Mike [Flynn.Mike@epa.gov]

Subject: Re: T&A language

Talking with OGC soon

On Aug 23, 2017, at 2:58 PM, Flynn, Mike < Flynn. Mike@epa.gov > wrote:

Donna, I added a few words (in blue) – with this addition, I'm comfortable with this. it seems to go a long way – can you and ogc live with this?

## NEW

Employee's leave and benefits remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and EPA on a biweekly basis, and with concurrence of the host that the reported hours reflect the hours worked, approved by the Director of the Office of Administrative and Executive Services, through EPA's enterprise payroll processing system (currently "PeoplePlus").

Mike Flynn Acting Deputy Administrator U.S. Environmental Protection Agency 202-564-4711

From: Reeder, John

Sent: Wednesday, August 23, 2017 2:42 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Flynn, Mike < Flynn. Mike@epa.gov>

Subject: RE: T&A language

Compromise idea. How about this, see below.

The main thing is that the ASSIGNEE is responsible for reporting jointly to EPA and AU. That way the assignee is accountable to EPA directly, but EPA will still get the concurrence. AU won't be in position of representing assignee's time/attendance to EPA.

## NEW

Employee's leave and benefits are remain unaffected by this IPA. Assignee will be governed by the provisions of EPA annual and sick leave policy. Leave and time will be reported by the assignee to the host and EPA on a biweekly basis, and with concurrence of the host, approved by the Director of the Office of Administrative and Executive Services, through EPA's enterprise payroll processing system (currently "PeoplePlus").

From: Vizian, Donna

Sent: Wednesday, August 23, 2017 1:42 PM

To: Reeder, John < Reeder. John@epa.gov>; Flynn, Mike < Flynn. Mike@epa.gov>

Subject: T&A language

John and Mike,

Here is what OGC and I drafted:

The assignee will provide to the host a written account of time and attendance each pay period for its concurrence that the written account accurately reflects the hours the assignee worked . The host organization will then provide its concurrence to the responsible EPA official responsible for approval of the assignee's timecard in EPA's payroll system.